



# ADMISSIONS PROCESS

## STEP 1: ENQUIRY

Submissions of a child's:

- Full name
- Date of birth
- Expected date of admission
- Parent contact details

Beachborough will use this information to confirm Year Group and place availability.

## STEP 2: VISIT

A full tour of the school and facilities with the Registrar and an informal meeting with the Head.

## STEP 3: REGISTRATION

Submission of the Registration Form and Registration Fee per child.

NB: The Registration Fee is non-refundable and does not constitute the offer of a place at Beachborough.

## STEP 4: TASTER DAY

Once registered, we invite all children to take part in a Taster Day so that they can join their year group, meet teachers and pupils, and get an idea of what life at Beachborough is like. This also allows us to ensure they will thrive in our setting. Children entering Reception and above will complete some simple assessments to help us understand a child's learning profile and our ability to support them.

## STEP 5: FORMAL OFFER

Following a successful Taster Day, we will contact you to formally offer your child a place at the school. To confirm your place, we will ask you to complete our Acceptance Form and return along with a £1,000 deposit (per child) to secure your child's place.

## STEP 6: ACCEPTANCE

Completion of the acceptance form and a deposit payment will ensure a place is reserved for your child at Beachborough.

NB: The deposit is refundable after your child has left the school.

## STEP 7: PRE-START DOCUMENTATION

Our Registrar will work with you to complete all of the relevant pre-start documentation and will put you in touch with the uniform shop and Bursar's office ahead of your child's first day at school.