



July 2017

BALES COLLEGE ADMISSIONS POLICY

Legal Status

Complies with Part 6, Paragraph 24 (3)(a) of The Education (Independent School Standards) (England) (Amendment) Regulations 2015.

1.0 Overview

Our school is an independent fee paying school. We apply the regulations on admissions fairly and equally to all those who wish to attend this school. We do, however, give preference to those children who already have siblings within the school and as far as possible we try to ensure an even mix of boys and girls.

2.0 Aims and objectives

2.1 We are an inclusive school that welcomes children of differing background and ability.

2.2 We are not a traditionally academically selective school but seek well rounded students with a desire to achieve. All applications will therefore be treated on merit and in a sensitive manner.

2.3 We are committed to small class sizes. A maximum of 12 students per class for the Lower School and 15 for each individual subject at A level.

2.4 We are keen to encourage children from different academic and social backgrounds. We do not use entrance exams, but choose instead to take account of a child's abilities through their previous school reports, references and their interview. We do not discriminate against children with special needs but cannot accept students with any educational needs beyond the expertise of our staff. We have limited facilities for children who have special needs and parents who accept a place would be expected to pay for any additional costs that the school incurred for that child, including additional staffing. This will be made clear to all parents at the time of application.

3.0 How parents can apply for their child to be admitted to our school

3.1 Application forms, brochures and details of fees are available from the school office on enquiry, or from our website. A small charge is made for registration and fees are charged on a termly basis. Additional charges are made for school meals and some trips as well as any fees incurred for formal examinations. All details of fees are kept in the main office.

3.2 Traditional entry points are into Years 7, 10 and 12. Children commonly enter the school in the academic year they become 12. The main admissions date is in September but we consider late applications to this and all other year groups on a case by case basis, subject to available spaces.

3.3 Children may come in for a 'Taster Session' during the previous academic cycle to which they are applying, and if a late arrival into term is necessary, then trial days are arranged to ascertain a student's compatibility. Parents who would like their child to be admitted to this school during the year they are 12 (Year 7) should ensure that they complete the necessary application form before the beginning of the Autumn term.

3.4 Where students in Years 7-11 join or leave the school outside normal admission dates (that is in the first two weeks in September or during June) the school will inform the local authority and a record of this is kept on the admission register.

4.0 Bursaries/ Scholarships

We wish to ensure that Bales College is accessible to talented students, irrespective of parental income. Therefore, any prospective pupil from a low-income family is eligible to apply for a College Bursary to obtain means-tested financial support in respect of day fees.

There is no formal application process for financial assistance; parents should indicate on the general application when applying, that a bursary may be needed. If, as is likely, the demand exceeds the number available, bursaries will be awarded with reference to previous performance in exams as well as a student's abilities indicated by their continual assessment i.e. school reports.

The granting of a bursary is discretionary. In making its decisions, the School considers a wide range of appropriate matters including, but not limited to, parental/guardian income (from all sources), assets (including personal property) and other matters that are particular to the pupil such as family circumstances. All Bursaries are reassessed annually.

Scholarships are awarded for particularly gifted students and normally represent a portion of the fees up to 50%. As with bursaries, scholarships are awarded on a

discretionary basis, but are based purely upon academic prowess as opposed to family income.

5.0 Admission appeals

If parents wish to appeal against a decision to refuse entry, they can do so by applying to the head teacher who will review the individual circumstances. The Principal will consider any further appeals.

6.0 Review

This policy will be reviewed annually in the light of any changed circumstances in our school.

Bales College adopted this Admissions Policy in June 2017

Signed: Mark Yearsley (Assistant Principal Academic)

Signed: William Moore (Principal)

Policy Review Date: 1 July 2018