



Bales College

Admissions Policy

Introduction

This policy has been reviewed in accordance with the statutory guidance set out in Part 3, Paragraph 15, Welfare, health and safety of pupils, Handbook for the Inspection of School (Commentary on the Regulatory Requirements) – (Independent School Standards) Regulations 2017 (ISSR) effective September 2017.

General

Bales College (“the School”) is a proprietorial, fee-paying independent school, with a current capacity of 123 pupils. The School admits male and female pupils between the ages of 11 and 20, subject to the availability of places.

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We hope that you and your child will visit Bales College. We hold a number of open events throughout the year, which give a general introduction to the School. Details of these are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the admissions Director, on 020 8960 5899 or email office@balescollege.co.uk to arrange a visit.

The main entry points to the School are 11+ (Year 7), 13+ (Year 9) and 16+ (Year 12), generally at the beginning of the Academic Year.

Admission at other times and into other years can often be accommodated subject to the availability of places.

- Entrants will normally be placed in a class appropriate to their age.
- Transfer from Year 11 into the Sixth Form is subject to satisfactory performance at GCSE and the availability of appropriate courses of study at A Level.

Equal treatment

Bales College aims to encourage applications from candidates with diverse backgrounds; this enriches our community and is vital in preparing our pupils for today's world.

We are committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, sexual orientation or social background.



Special Needs

The School will do all that is reasonable to comply with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2001 in order to accommodate the needs of applicants who have such disabilities for which, with reasonable adjustments, the School can cater adequately.

The School welcomes pupils with special educational needs (SEN) providing that its learning support department can offer them the support that they require. We welcome pupils with disabilities provided that the site can accommodate them. Nevertheless, we strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the Assistant Principal at the first interview stage and no later than at Registration. Parents should provide a copy of an educational psychologist's report or a medical report if they have one at this stage

The School will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if s/he becomes a pupil at the School. In addition to these arrangements, and at the parent's request, further additional support funded by the parent may be deployed to assist the child to make more rapid progress.

As appropriate, the School will assist parents where learning differences are developing to the extent the child is unable to make good progress, in their application to the local education authority (LEA) for an Education, Health and Care Plan (EHCP). Bales College makes available its local offer through the LEAs within which our pupils are normally drawn.

Pupils with Statements of SEN (Statement) or EHC Plans

Once the LEA has agreed that a child is best placed at Bales College under Statement or EHCP, it will be financially responsible for those elements of the school tuition and/or additional supplementary fees described in the statement/plan. Where there are additional costs to the School over and above LEA funding, the School will require parents to meet these additional costs

Fluency in English

In order to cope with the academic and social demands of pupils will normally be fluent English speakers. For those whose skills are less developed, tuition in English as an Additional Language (EAL) will need to be provided to ensure their English language skills are rapidly developed. Such lessons can be arranged at the parent's expense.



Religious Beliefs

Bales College does not select for entry on the basis of religious belief. Our school values underpin all that we do, and we expect all to follow the principles enshrined therein, namely Respect, Energy, Perseverance and Humour. Our assemblies, celebrations and services at school and elsewhere are inclusive and all pupils are expected to attend.

Academic Selection Criteria

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.

Entry into year 7: this involves a visit to Bales College, an academic assessment, an informal interview, and examination of previous school reports.

Entry into year 8 to year 11: this involves a visit to Bales College, an informal interview, and examination of previous school reports.

Entry into year 12 and above: this involves a visit to Bales College, an informal interview, examination of academic transcripts (GCSE or foreign equivalent), and examination of previous school reports.

The purpose of applying an academic assessment filter on entry is to ensure that the child concerned is capable of working at an academic level appropriate to the age and key stage. Children working towards GCSEs are expected to gain at least grade C/Level 5 and at A Level have gained sufficient higher grade GCSEs or international equivalents to permit appropriate study leading to grade C pass or better in their Sixth Form studies.

The interview is conducted by the school Director and Assistant Principal or another senior and experienced member of staff. The style of the interview is intended to be natural and informal, and provides an opportunity for the family to take its own decision over the education on offer as well as for the School to learn about the family and the applicant.

The School sets other criteria for entry which it may explore at interview. These are that:

- the applicant is of the appropriate age and sufficient maturity;
- the applicant enjoys satisfactory general health;
- the applicant's learning difficulties and other special needs (if any) can, in the opinion of the Director and the Assistant Principal, be managed within the School's normal provision;
- where such an admission would not create an imbalance of needs within the year group
- the applicant's present school reports satisfactory attitudes and conduct on the part of parents and applicant;



- where such an admission would jeopardise the performance and progress of their peers;
- fees (if applicable) at the applicant's present school have been paid and the parents are able, if required, to satisfy the Director and Assistant Principal that they are in a position to pay the fees of the division applied for.

The School will take no heed of an applicant's colour, race, nationality or ethnic or national origin, religious faith, area of residence or socio-economic group in any admission assessment. The School is not obliged to state its reasons for rejection of an applicant.

Procedure

On receipt of a request, the School will provide a copy of the School Prospectus which contains up to date information about the School including a current fees scale. Although the School opens to prospective families on several occasions each term, parents are encouraged to make an appointment, to watch the children at work, to meet teaching staff and to experience the ethos and atmosphere of the School. Generally, no child is admitted until personal contact has been made.

If parents wish to proceed with entry, they will be asked to complete a Registration Form. The School will then confirm that the name of the child is on the Entry List but this confirmation does not constitute the offer of a place at the School.

In the autumn of the year preceding entry (or sooner if application is being made for an immediate place), the School will write to the parents with an offer of a place, asking them to confirm their acceptance of a place for their child by returning the accompanying Fee Sheet together with an acceptance Deposit.

The Fee Sheet forms the basis of the contract with Bales College and which parents are asked to retain for their records.

Scholarships

The School operates a scholarship programme for secondary entry, and for entry into the Sixth Form. The School offers a small number of scholarships for excellence in academic subjects. Scholarships are designed to recognise excellence and to celebrate exceptional talent. In recognition of this achievement, the Scholar is offered around 5%-50% fee remission throughout the child's time at the School. It is possible to hold a Scholarship and a Bursary simultaneously. Academic scholarships are awarded to the most outstanding performers in the year 7 entrance examinations, or to year 12 students with outstanding GCSE results. No separate application is required. All candidates are eligible. Scholarships are held for the duration of a pupil's time at the School, provided their conduct, progress and academic performance remain satisfactory.



Bursaries

The School, in seeking to widen access and reduce the burden of fees for parents on whom it would rest most heavily, make Bursaries available to all new entrants to the Senior School. Candidates need to qualify for a place at the School as a result of their performance in the School entrance examination or other selection process, and financial need must be established by completion of a confidential statement of income in order to be eligible for an award. Bursaries are means-tested awards and range in value according to financial need and the funds available. The assessment criteria are based on the obsolete Government Assisted Places Scheme and the principle that, for increasing levels of gross joint income, parents are expected to make a greater contribution towards School fees. The award is split equally across each term and will be shown as a fee remission. The remainder of fees and any other charges for the term (e.g. lunch, school trips, music lessons etc.) are payable by the parents. Bursaries are tenable throughout the period of a child's attendance at the School, subject to payment of fees, satisfactory conduct and progress, and to the continuation of financial need. Because circumstances do change parents who require financial assistance are required to complete a new Bursary application form each year. Whilst every attempt is made to maintain bursaries at a stable level once they have been awarded, this cannot be guaranteed.

Scholarships and bursaries are awarded on a purely discretionary basis.

Complaints

We hope that parents and pupils do not have any complaints about the School's admissions process but a copy of the School's complaints procedure can be sent to parents on request and is available on the website.

Policy Review

This policy is reviewed annually in the light of any changed circumstances in our School.

Bales College adopted this Admissions Policy in September 2019.

Signed: Mark Yearsley (Assistant Principal)

Signed: William Moore (Principal)

Policy Review Date: 1 July 2020