BLENHEIM SCHOOLS

Applications & Admissions Policy

Policy Folder: Website

BLENHEIM SCHOOLS

Applications and Admissions Policy

Blenheim Schools
blenheimschools.com

Atria,
Spa Road,
Bolton, BL1 4AG

Document Name: Application and Admissions **Document Type:** Policy **Policy Owner:** Research and Policy Manager
Date First Issued: September 2023 **Version Number:** 1.0 **Last Review Date**: September 2025 **Next Review Date:** Annually

1 Introduction

1.1 Quinton House School is an independent, non-selective, co-educational day school for children aged 3 to 18 years old.

1.2 The aims of this policy are:

- to set out the criteria and procedure for enquiries, pre-registration events, and admissions which are clear, fair and ensure compliance with the Equalities Act 2010; and

- to ensure that the abilities and aptitudes of applicants joining Quinton House School ('**the School**') matches the ethos and standards of the School and may benefit from the opportunities offered at the School, able to make a positive contribution to the life of the School.

1.3 References to parents in the policy means a parent or legal guardian (or the parents or legal guardians) of a child or applicant to the School.

1.4 This policy is available on the School website and also on request from the School office and can be made available in large print or other accessible format, if required.

2 Equal Treatment

2.1 The School welcomes applications for admission from students of all backgrounds. This policy applies to all students ,including those in our Early Years Foundation Stage.

2.2 All candidates for admission will be treated equally, irrespective of their, or their parents', sex, race, sexual orientation, religion or belief, pregnancy or maternity, gender reassignment, or any disability or social background. Candidates will also be treated equally in respect of their parents' age, gender or marital or civil partnership status.

2.3 If an applicant has any medical conditions, special educational needs, or a disability, parents or guardians must notify the School on the Registration Form, providing full written details in the dedicated space provided on the form.

2.4 Parents must let the School know about any particular requirements which may affect a child's ability to participate in a taster/trial session or day in School and/or their ability to participate in any pre-admission assessments so that the School can make appropriate provision for them.

Blenheim Schools
blenheimschools.com

Atria,
Spa Road,
Bolton, BL1 4AG

2.5 Where necessary, parents will be asked to provide a copy of an Educational Psychologist's report, or a relevant medical report or any Education Health Care Plan (ECH Plan) (draft or otherwise) which may be in place with respect to their child, and the School may need to discuss provision with external agencies. This is so that the School can assess the child's needs, what support is required and consult with parents about the adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to adequately access the education and opportunities offered at the School and that the School is able to ensure their health and safety, and the health and safety of others (including staff and students). The cost of such reports will usually be the responsibility of the parent.

2.6 Where a prospective student is disabled, the School will discuss with parents (and their child's medical adviser's, and/or the Local Authority, where appropriate) the adjustments that can reasonably be made for the child if they become a student at the School, to ensure that the prospective student is not put at a substantial disadvantage compared to a student who is not disadvantaged because of a disability.

2.7 There may be exceptional circumstances in which the School is not able to offer a place for reasons relating to a child's disability or special educational needs. For example, if, despite reasonable adjustments, we feel that a prospective student is not going to be able to adequately access the education offered, or that their health and safety or those of other students or staff may be put at risk, we may not be able to offer a place at the School.

2.8 Sometimes, the situation of students with disabilities and/or special educational needs changes. The School requires parents to be pro-active and transparent in updating the School as to any relevant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a student's place at the School (where a place has been offered). However, the School may, in exceptional circumstances, need to reconsider the offer of a place if a student's circumstances change materially. It is in the student's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.

3 Enquiries

All enquiries and applications should be made to the Admissions Manager. Further information about the School's application process can be found on the School's website.

Blenheim Schools
blenheimschools.com

Atria,
Spa Road,
Bolton, BL1 4AG

4 Visits

Prospective parents are encouraged to visit to see the School in action and to meet the Headteacher. Every term there are open morning events, which is an opportunity to tour the school on an informal basis. Details about scheduled open mornings are published on the School website. Enquiries for individual visits to the School should be made to the Admissions Manager and can also be requested through the website.

5 Registration

5.1 Following a visit, parents wishing to register their child should complete a Registration Form and return it with a payment for the registration fee. The registration fee covers the cost of administering the registration procedure, including the waiting lists and is non-refundable. Registration is an indication of interest and is not a guarantee of a place.

5.2 The School will respond by confirming that the child's name has been placed on the admission list for the relevant term and year. If the year group is fully subscribed, they will be placed on a waiting list.

6 Taster Days

We offer Taster Days as an opportunity for all prospective students to [experience a typical school day. On this day, the School will make a general assessment of the child's suitability to attend the school. Students entering Year 3 and above will complete an online CAT4 assessment. Our assessment criteria is designed to identify a student's ability to benefit from the School's well-rounded education, and make a positive contribution towards the life of the School, aligned with the School's ethos and values].

7 Admission to Nursery

7.1 Children are welcomed into the Nursery from the term in which they turn 3 years old. No formal assessment of children is undertaken, although parents will be asked about their child's general development and any identified special educational needs or disabilities prior to a place being offered. This is so that the Nursery can property cater for the child's needs. Children are invited for a settle session in the Nursery prior to the offer of a place.

Places in the Nursery (and progression from Nursery to Reception) are not automatic, in some rare cases, a place will not be offered, for example, if we judge that a child's development is below expectation such that they will not flourish in the environment we offer, or because the Nursery/Reception is unable to meet the needs of the child.

8 Admission to Other Year Groups

Blenheim Schools
blenheimschools.com

Atria,
Spa Road,
Bolton, BL1 4AG

8.1 The requirement of the prospective students to provide information about any allergies, special educational needs or disabilities as detailed above under "Equal Treatment" will apply in the same way when a student is applying to enter another year group (i.e. outside the usual formal entry routes).

8.2 Children joining the school are assessed through teacher observation in the classroom and by completion of an online CAT4 assessment. A copy of the child's school report and a supporting reference from their current school is also required.

Prospective students who currently reside overseas and are not able to attend a taster day in school will be assessed by interview with the Headmaster. A copy of the child's school report and a supporting reference from the current school is required. Completion of assessments will be required in the areas relevant to the child's age, entry year and learning need.

9 Allocation of Places, Offers and Waiting List

9.1 A place is only available once a formal offer has been made by the School and the required deposit has been received by the School in return.

9.2 In the event that the number of children registered for any year group exceeds the places available, the following criteria will be applied:

- Siblings in the School
- Length of time the child has been registered
- References from previous school
- Children of Alumnae
- For a child entering the Nursery, a child requiring a full time place will be given priority over children requesting a part time place, provided sufficient sessions are available.
- Final decision by the Headmaster when the above criteria has been exhausted

9.3 The parents of each applicant will be informed within two weeks of their application whether a place is available. The School will not be obliged to state its reasons for declining a request for admission.

9.4 If no place is available, parents may place their child's name on the waiting list for the School. The School cannot guarantee when a place may become available.

9.5 The School reserves the right to withdraw an offer of place in circumstances when the School becomes aware that material information provided as part of the child's application is intentionally false or misleading.

Blenheim Schools
blenheimschools.com

Atria,
Spa Road,
Bolton, BL1 4AG

10 Appeal

There is no right to appeal a decision not to admit a student to the School. The decision of the Headteacher is final. The School's complaints procedure is not available for prospective parents or in respect of prospective students.

11 Overseas Applicants

We welcome overseas students provided that they have the legal right to enter and study in the UK and, where parents are resident outside the UK, have an education guardian who has legal authority to act on behalf of the parents. More details are contained in the School's Parent Contract.

12 Fluency in English

12.1 In order to cope with the academic and social demands of the School, students must have an appropriate working knowledge of English. Normally students should have been educated in the English medium for at least 2 years before coming to the School. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

12.2 Applicant students may be required to undertake a language proficiency assessment before a place is offered. This includes a written assessment and may include an interview, either in person or online.

13 The Parent Contract

The terms upon which the School educates each child are set out in the School's Parent Contract as amended from time to time, which will be made available to parents as part of the admissions process.

14 Admissions Register and Record Keeping

14.1 The School maintains an Admissions Register in line with regulatory requirements.

14.2 Applicants' details will be held on file with due regard to data protection legislation, the School's Privacy Notice and Data Retention Policy. The School will not hold the personal data of your child or you for longer than is necessary for a lawful purpose.

14.3 For each student, the Admissions Register must contain:

- Name in full;
- Gender;

Blenheim Schools
blenheimschools.com

Atria,
Spa Road,
Bolton, BL1 4AG

- Name and address of every person known to the proprietor to be a parent of the student (and an indication of which parent the student normally lives with and which parents hold parental responsibility as defined by Section 3 Children Act 1989)
  Note: parents holding parental responsibility, even if not actually caring for the child, have a right to receive relevant information from the School in respect of any pertinent matter affecting the child, unless a court order indicates otherwise. Where a parent notifies the School that a student will live at another address, in addition or instead; the new address, the full name of the parent with whom the student will normally live with in future and the date from which it is expected the student will normally live there, where it is reasonably practicable for the School to ascertain this information;
- At least two emergency contact numbers for students with two or more parents, i.e. one per parent or at least two emergency contact numbers for children with single parents (where possible);
- Day, month and year of birth;
- Day, month and year of admission or re-admission to the School;
- Name and address of the School last attended, if any; and
- The name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the School to ascertain this information (a new requirement from September 2016).

14.4 The name of a student must be included in the register from the beginning of the first day on which the School has agreed, or has been notified, that the student will attend the School. For most students the expected first day of attendance is the first day of the School year. If a student fails to attend on the agreed or notified date, the School should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity.

14.5 The School will inform their local authority (where the School is situated) when a student's name is going to be deleted from the Admissions Register on certain grounds. In summary, these are:

- When the child has been taken out of school to be home educated;
- When the family has apparently moved away;
- When the child has been certified as medically unfit to attend;
- When the child is in custody for more than four months; and
- When the child has been permanently excluded.

Blenheim Schools
blenheimschools.com

Atria,
Spa Road,
Bolton, BL1 4AG

14.6 Schools must notify their 'own' local authority when they add or remove a student's name from/to the Admissions Register at non-standard transitions, i.e. where a compulsory school-aged child leaves a school before completing the School's final year or joins a school after the beginning of the School's first year. The lawful grounds for removing a student, including the original ones above, and the information to be reported to the local authority, are set out in detail in Children Missing Education (DFE, 2016). Schools are also under a duty to provide information to the local authority for standard transitions if requested.

Version control:

Version control	
Current Review Date	September 2023
Next Review Date	September 2026
Related documentation	
Related documentation	

Blenheim Schools
blenheimschools.com

Atria,
Spa Road,
Bolton, BL1 4AG

BLENHEIM SCHOOLS

Blenheim Schools
blenheimschools.com

Atria,
Spa Road,
Bolton, BL1 4AG

BLENHEIM
SCHOOLS