

ADMISSIONS POLICY

Author/reviewer responsible:	RO'B	Last amended:	July 2018
Reviewed by:	SMT	Date of authorisation:	July 2018
Authorisation by resolution of:	Governors	Date of next review:	As required

Principles

The Mission Statement of the College states that 'Blanchelande, as a Catholic School, seeks to be a family always faithful to the example of Our Lord Jesus Christ, striving to become all that God wants us to be'.

In order to achieve this, the College seeks to provide the highest-quality academic, spiritual, moral, social and cultural education.

Aims & objectives

The principal aim of the College is to provide a high quality education in a Catholic environment for those seeking a faith education in an independent school.

This Admissions Policy outlines the evidence-based process for admission to the College whereby the College is best able to meet the educational needs of all the pupils that it admits.

Implementation

Systems

The principal times for admission to the College are at the beginnings of a new Key Stage.¹

However, pupils may be admitted to the College at any time in the school year and at any age provided that: there is a place in the appropriate year group; the College is able to accommodate the pupil's needs; and that the pupil can be admitted without any detriment to the existing pupils.

While academically non-selective, pupils are required to sit an assessment to ensure that they will be able to access the school's curriculum. The College welcomes applications from pupils of all abilities including those with mild learning difficulties. However, the Principal is entitled to refuse admission to a pupil with special educational needs if it is felt that the College does not have the provision to assist with those needs or that the admission of the pupil will have an adverse effect on other pupils.

¹ Key Stage one – Years 1-2; Key Stage 2 – Years 3-6; Key Stage 3 – Years 7-9; Key Stage 4 – Years 9-11.



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When places are limited, the College shall apply the following order of priority:

- 1) Pupils who are baptised Roman Catholics.
- 2) Pupils already attending the College as part of a split placement.
- 3) Pupils with siblings in the College.
- 4) Pupils whose parents attended the College.

In addition, admission is dependent on the College having received a duly completed Registration Form and the applicable fee (see below) and the College shall not be obliged to consider any application for admission where a completed Registration Form and fee have not been received. In the event that the College is still over-subscribed following application of the criteria at (1) to (4) above, the College shall allocate places in the order that the Registration Form and fee were received.

Procedures

Following an expression of interest in a place, the College will offer a meeting to Parents/Guardians with the Principal and send them the following:

- Registration Form
- Information pack, including details of fees, after-school club charges, lunches and buses

At the meeting, the Principal will provide further information in relation to the College. If the Principal considers it both appropriate and practical, the following will be offered so that parents/guardians may gain a fuller understanding of the provision available:

- A tour of the College.
- A 'Taster Day' for the pupil.

If, following the meeting, the Parents/Guardians wish to proceed further they are required to provide the following:

- The pupil's most recent school report.
- A signed and completed reference from the Head Teacher of the pupil's previous school.
- Evidence of any special educational needs including all pertinent educational reports.
- Evidence of any additional support currently in place.
- Payment of the appropriate non-refundable registration fee.

The Principal may seek parental permission in writing for information to be sought from the Education Department, the Health and Social Services Department and/or any other relevant personnel.



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A decision on whether or not to admit the pupil will be taken after consideration of all factors including (but not limited to) discussion with the Registrar and the relevant members of staff. Parents/Guardians will be informed as soon as possible of the outcome.

If a place is to be offered, the College will send the following:

- A welcome letter confirming the offer of a place and a proposed start date.
- An information pack.

Parents/Guardians are then required to return the following:

- A completed Registration Form and Fee.
- A signed Acceptance Form.
- Payment in full of a term's fees on or before the first day of each term, or pro-rata if joining during a term.

Parents/Guardians undertake when accepting a place to abide by the Terms & Conditions, which include the requirement of a full term's notice of intention to withdraw a pupil who holds or has accepted a place at the College.

In the event that Blanchelande decides not to offer a place at the school, Parents/Guardians have the right of appeal to the Board of Governors through the appeals process (see Complaints Policy).

The College reserves the right to withdraw a new pupil from the school within their first term if their behaviour is deemed unacceptable and/or the pupil cannot be accommodated without an adverse impact on other pupils.