



**BLENHEIM
SCHOOLS**

ADMISSIONS POLICY

Admissions Policy

Contents

1.0 Introduction	2
2.0 Admissions Decisions	3
3.0 The Admissions Process	3
4.0 Equality, Inclusion and Gender	5
5.0 Special Educational Needs, Disabilities and Inclusion	6
6.0 Students with Medical Requirements	6
7.0 Students with Dietary Requirements	7
8.0 Waiting List for Entry throughout the Year	7
9.0 Fluency in English	7
10.0 Religious Beliefs	7
11.0 Offer and Acceptance	7
12.0 Withdrawal of Offers	8
13.0 International Students	8
14.0 International students' Registration	9
15.0 School's Contractual Terms & Conditions	10

1.0 Introduction

This policy explains the school's admissions procedures and its commitment to equal treatment of, and opportunities for, its students.

Blenheim Schools welcomes applicants from all backgrounds and does not unlawfully discriminate on the grounds of disability, race, religion or belief, sex, sexual orientation, gender reassignment, pregnancy or maternity, marriage or civil partnership, or any other protected characteristic under the Equality Act 2010. All enquiries are dealt with fairly and equally.

Deciding on the right school for your child is very important, and we at Blenheim Schools believe that a personal visit is invaluable. We very much hope that you and your child will visit our School. We hold open mornings throughout the year, which give prospective parents an opportunity to tour the school and meet the Headteacher. Details are published on our website, and all registered parents are informed. We are also very happy to welcome prospective parents at other times for a personal meeting with the Head and/or Head of the relevant school and a tour of the school. This policy applies to all students seeking admission to the school, including those in the Early Years Foundation Stage (EYFS).

2.0 Admissions Decisions

Admissions decisions are made by the Headteacher (or delegated senior leader) following consideration of all relevant information. Where appropriate, advice may be sought from the Designated Safeguarding Lead (DSL), Special Educational Needs Coordinator (SENCO) and other relevant professionals to ensure the school can meet the child's safeguarding, educational, pastoral, medical and welfare needs.

The school is a non-academically selective school. Admission is not based upon academic ability but on a student's potential to prosper at the school, socially and academically. Where possible, there will be an informal interview. The school normally seeks a reference from the student's previous school or setting and considers the observations and feedback from staff following any trial day(s).

Where appropriate and lawful, the school may seek relevant information from a student's previous school or setting before an admission decision is made. This may include information necessary to understand the student's needs, identify any safeguarding or welfare concerns and ensure that appropriate support and safeguards can be put in place.

Any safeguarding, welfare or child protection information obtained during the admissions process will only be requested, shared and processed where necessary to safeguard the child or others, to support a safe transition, or to enable the School to meet its safeguarding obligations. Such information will be processed in accordance with Keeping Children Safe in Education, the School's Safeguarding and Child Protection Policy, UK GDPR and the Data Protection Act 2018.

Applicants for admission should normally register by the end of December in the year preceding the desired year of admission. The school also welcomes in-year applications, subject to the availability of places in the relevant year group at the time of application

3.0 The Admissions Process

In-year applications are welcomed throughout the academic year where places are available. Following acceptance of a place, the school will work with parents and, where appropriate, the child's previous school or setting to support a smooth transition. This could include the sharing of relevant educational, pastoral, welfare, safeguarding concerns, child protection involvement, Early Help involvement, children's social care involvement or other safeguarding information where necessary and proportionate to support the child's welfare, safety or educational needs.

We understand that choosing the right school is a big decision and we are here to support you every step of the way. Our admissions journey is designed to be as open, thoughtful, and human as the school itself.

Our bespoke and straightforward admissions process follows the following steps:

3.1 Make an Initial Enquiry

Reach out to our friendly Admissions Team to ask questions, request a prospectus, or simply start a conversation. We are here to listen and help.

3.2 Book a Personal Tour or Attend an Open Day

No website, prospectus, virtual tour or social media platform can do our schools justice – places thrive on human interaction and relationships. Please do take the time to come and see us in action – our door is always open. The best way is to come and experience the school for yourself – ideally with your child.

3.3 Register Your Interest

If you feel that the school could be the right fit, we'll invite you to register your interest. Once we receive the registration fee payment and completed registration form, we will formally progress your application and begin the next steps.

3.4 Taster Day(s)

This is not a test — it's a chance to explore. Your child will spend time with their potential classmates and teachers, experiencing life at the school. It's also a valuable opportunity for us to get to know your child as an individual.

We encourage families to reflect on questions like:

“Can I be myself here?”

“Will I be accepted and respected?”

“Is this a place where I can be happy and learn?”

3.5 Offer Stage

The final step – there is no entrance examination to join our school – we are proudly all-ability. Following taster days there's a straightforward administration process and an opportunity for both the school and the family to reflect briefly to ensure that we are the right fit for each other. At that point an offer would be made.

Any verbal offer of a place and any agreed variation to fees, discounts, bursaries, scholarships or other financial arrangements must be documented in writing, and then provided to the parent or guardian.

Verbal agreements are not binding unless confirmed in writing by an authorised representative of the School

3.6 Secure Your Place

Once we receive your completed admissions forms and deposit, your child's place at our school is confirmed.

3.7 Your Child's Journey Begins

From here, the adventure truly starts. We'll work closely with you to ensure a smooth, supported transition into school life.

4.0 Equality, Inclusion and Gender

Blenheim Schools is committed to providing a fair, transparent and inclusive admissions process. The school welcomes applications from children of all backgrounds and will not unlawfully discriminate on the grounds of disability, race, religion or belief, sex, sexual orientation, gender reassignment, pregnancy or maternity, marriage or civil partnership, or any other protected characteristic under the Equality Act 2010.

Where the School operates as a single-sex school, applications will be considered in accordance with the Equality Act 2010, safeguarding requirements, relevant Department for Education guidance and the School's obligations to all students. Each application will be considered individually on its own facts.

Where a student's circumstances change following admission, the school will work sensitively and appropriately with the student and their parents or carers to determine appropriate arrangements, taking account of the school's legal, safeguarding and welfare responsibilities. Each application is considered individually, taking into account the child's educational, pastoral, medical and welfare needs, together with the school's ability to make reasonable adjustments and provide an appropriate education within its available resources.

Parents and carers are expected to provide accurate, complete and timely information during the admissions process, including any information relating to:

- Special Educational Needs and Disabilities (SEND);
- Education, Health and Care (EHC) Plans;
- Educational Psychologist reports or other professional assessments;
- Medical conditions, disabilities or allergies or ongoing health requirements
- Relevant behavioural, attendance, welfare, medical, safeguarding or pastoral information which may reasonably affect the School's ability to support the child safely and appropriately.
- Court orders relating to parental responsibility or the care arrangements or care of the child; and

Any other information that may reasonably affect the school's ability to meet the child's educational, pastoral, medical or safeguarding needs.

Parents and carers must inform the school of any significant changes to this information before the child joins the school or during their time at the school.

Failure to disclose information that is material to the admissions decision, or the deliberate provision of false, misleading or materially incomplete information, may result in the withdrawal of an offer following consultation with parents and consideration of all relevant circumstances, or, where appropriate, a review of the child's continued placement in accordance with the Parent Contract.

Information provided during the admissions process will be processed in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the school's Privacy Notice. Information will only be shared internally where there is a legitimate educational, welfare or safeguarding reason for doing so.

Nothing in this policy affects any legal rights that parents or students may have under the Equality Act 2010.

5.0 Special Educational Needs, Disabilities and Inclusion

Requests for admission outside the normal age group or deferred entry will be considered on an individual basis, taking account of the student's needs, professional advice and the best interests of the child.

Blenheim Schools welcomes students with special educational needs and disabilities. Parents are required to disclose any known special educational needs, disabilities, or medical conditions during the application process. This includes sharing relevant documentation such as:

- Educational Psychologist and/or clinical reports.
- EHC Plans or assessments.
- Medical reports or other professional evaluations.

The Headteacher and relevant senior leaders, such as the SENCO or Head of Inclusion, will review all relevant documentation and assess whether the School can reasonably meet the student's needs, taking account of its duty to make reasonable adjustments under the Equality Act 2010.

The school's commitment extends beyond admission. If a student's needs evolve after enrolment, parents must inform the school promptly to allow a reassessment of reasonable adjustments. Any subsequent adjustments will be discussed with parents to ensure the student's needs are met effectively and safely.

In rare cases where, following careful assessment and consideration of reasonable adjustments, the School concludes that it would be unable to meet the student's needs appropriately, or that admission would give rise to a significant and unmanageable risk to the health, safety or welfare of the student or others, the School may reconsider the student's placement. Such decisions will be made transparently and collaboratively.

6.0 Students with Medical Requirements

If the school believes that it can meet a child's needs for medical provision, or the ongoing administration of medication, the school will endeavor to meet such needs. Where necessary, if specialist knowledge is required, the school will arrange additional training for relevant staff to support a student's medical needs (for example for anaphylaxis, diabetes and asthma). We will discuss thoroughly with parents and their medical advisers any reasonable adjustments that can be made and the administration of medication, to enable a child to become and continue as a student at the school.

For further information, please refer to the policy on first aid and the administration of medication.

7.0 Students with Dietary Requirements

Where reasonable adjustments can be made, the school welcomes students who have particular dietary requirements, for example, due to cultural or religious backgrounds or to food allergies or intolerances. Information on dietary needs is gathered as part of the admissions process and shared as appropriate with catering and teaching staff. In more complex situations, a meeting may be organised between the registrar and/or catering manager and the parents and/or health practitioner to discuss and plan for a child's dietary needs.

Parents are asked to inform the school promptly if there is a change in a child's dietary needs.

8.0 Waiting List for Entry throughout the Year

Where a year group is full, applicants may be placed on a waiting list. Waiting lists will be maintained fairly and reviewed regularly. Placement on a waiting list does not guarantee admission and places will be offered at the School's discretion, having regard to the circumstances at the time a vacancy arises.

At times, spaces do become available in various year groups throughout the year. If parents are interested in applying for a place during the year, they should contact the Admissions Manager who will organise a mutually convenient time for a visit. We will contact the child's current school or nursery and request references.

9.0 Fluency in English

All students are assessed for their ability in English, where English is an additional language, using the school's own assessment process. The school will assess the student's level of English where relevant to determine whether appropriate educational support can be provided. Students with English as an Additional Language (EAL) are supported in school, but additional tutoring may be recommended. Parents are encouraged to arrange this tutoring outside school to ensure their child's success.

10.0 Religious Beliefs

We are not a religious school and welcome children from all faiths or none.

11.0 Offer and Acceptance

For students who are registered at the school, the school records and maintains the information as required by the Independent School Standards."

If the school offers your child a place, a confirmation letter along with an Acceptance Form will be sent to you. To accept the place offered a completed Acceptance Form, signed by a parent or person with parental responsibility and, where the School

reasonably requires, all persons with parental responsibility, along with a copy of your child's birth certificate should be sent to the School Office. A deposit is also required to secure the place; details of the deposit are outlined within the offer letter. Please refer to the School's Terms and Conditions for information as to how the deposit will be held and in what circumstances it will be refunded. Further information is also provided in the Terms and Conditions about cancellation of a place that has been accepted.

Any concern regarding the admissions process or an admissions decision may be raised under the School's Complaints Procedure, a copy of which is available on the School's website or on request.

12.0 Withdrawal of Offers

Blenheim Schools is committed to maintaining compliance with the Equality Act 2010 and other applicable legislation, including the Independent School Standards (ISS). We ensure that all decisions related to admissions are fair, transparent, and compliant with relevant legal frameworks.

Decisions to withdraw an offer or decline an application will be made only after:

- A consultation with parents or guardians.
 - A review of the circumstances by the school's leadership team.
 - Legal advice, where necessary, to minimise potential legal and reputational risks.
- All such decisions will be communicated in writing, outlining the reasons clearly and sensitively.

13.0 International Students

Blenheim Schools welcomes applications from overseas students. Admission is subject to the student meeting all applicable UK immigration requirements and the school being satisfied that it can meet the student's educational, pastoral, welfare and safeguarding needs.

Students who already have permission to study in the UK, including British or Irish citizens, holders of Indefinite Leave to Remain, Settled or Pre-Settled Status or other relevant immigration permission, must provide appropriate evidence of their status where required. The school will verify immigration status in accordance with applicable requirements.

Schools within the Blenheim Group that hold a UKVI Student Sponsor licence will comply with current UKVI Sponsor Guidance and all applicable sponsorship duties. Students requiring sponsorship under the Child Student route must meet the relevant immigration requirements and provide the documentation required by the school before admission. The school will not be able to admit a student where the required immigration permission has not been obtained or cannot be verified.

Where a student will reside in the UK without their parent or legal guardian, the school will require appropriate evidence of their living and guardianship arrangements. This may include details of a UK-based relative, legal guardian, nominated carer, host family or

educational guardian, together with any consent or guardianship documentation required by law, UKVI or the school's safeguarding procedures.

Parents and carers must inform the school immediately of any change to the student's immigration status, passport, visa conditions, living arrangements or guardianship arrangements during the student's enrolment. Further requirements relating to international students are set out in the school's UKVI compliance procedures and relevant safeguarding procedures.

14.0 Admissions Register

The School will maintain an accurate and up-to-date Admissions Register in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024, the Education (Independent School Standards) Regulations 2014 and relevant Department for Education statutory guidance, including *Working together to improve school attendance* (July 2026).

The School will also have regard to Children Missing Education statutory guidance and Keeping Children Safe in Education where relevant.

The Admissions Register will be maintained electronically and will include all students registered at the School, regardless of age. It will contain the information required by legislation, including the student's personal details, address, parent information, starting date and details of the school or educational setting previously attended, where applicable.

A student's name will be entered on the Admissions Register on the student's starting day. Acceptance of a place does not, in itself, constitute registration. Where a student does not attend on the agreed starting day, the School will make appropriate enquiries to establish the reason for non-attendance and take any action required in accordance with statutory requirements.

The School will ensure that additions, amendments and deletions to the Admissions Register are made promptly and in accordance with the statutory requirements. A student's name will only be deleted where one of the grounds set out in Regulation 9 of the School Attendance (Pupil Registration) (England) Regulations 2024 applies.

Where required by legislation, the School will notify the relevant Local Authority when a student is added to or removed from the Admissions Register and will provide the required information within the relevant statutory timescales.

Where a student is at risk of becoming a child missing education, or where the School is unable to establish the student's whereabouts or educational arrangements, the School will make appropriate enquiries and work with the relevant Local Authority in accordance with statutory guidance.

The Admissions Register is a legal record. The School will preserve every entry for six years from the date the information was entered. Where an entry is amended, the School will retain the original entry, amended entry, reason for the amendment, date of amendment and the name of the person who made the amendment.

Any concerns relating to student registration or the Admissions Register will be managed in accordance with the School's relevant policies and procedures.

15.0 School's Contractual Terms & Conditions

Blenheim Schools ensures that its Admissions Policy is aligned with the school's contractual terms and conditions. Parents are required to comply with these terms, including:

- Providing accurate and complete information about the student and their circumstances
- Notifying the school promptly of any material changes in circumstances that may affect the student's education, welfare, safeguarding or ability to attend school.
- Where applicable, immediately notify the school of any changes to the student's immigration status, visa or UKVI circumstances that may affect their eligibility to study in the UK.
- Complying with the school's contractual terms, policies and procedures throughout the student's admission and attendance.

Where there is a breach of the school's contractual terms, the school may take appropriate action in accordance with the contract, its policies and applicable legislation. Any decision to withdraw a place will be made lawfully, fairly and without unlawful discrimination, including in accordance with the Equality Act 2010.

Document Name:

Admissions Policy

Document Type:

Policy

Policy Owner:

Operations Director

Version Number:

1.1

Last Review Date:

September 2026

Next Review Date:

September 2027