

ADMISSIONS POLICY

Author/reviewer responsible:	AY	Last amended:	March 2026
Reviewed by:	SLT	Date of authorisation:	March 2026
Authorisation by resolution of:	Governors	Date of next review:	As required

Principles

Blanchelande College, as a Catholic school, seeks to be a family always faithful to the example of Our Lord Jesus Christ. *Together, learning to become all that God wants us to be.* The motto of Blanchelande College is ‘Semper Fidelis’ meaning ‘Always Faithful’.

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 educational 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. Parents are obliged to disclose any

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; Key Stage 5 – Years 12-13.

special educational need upon completion of a registration form, including English Language proficiency.

When the number of applicants exceeds the availability of places, the College shall apply the following order of priority:

- 1) Pupils who are baptised Catholic*.
 - 2) Pupils already attending the College as part of a split placement.
 - 3) Pupils with siblings in the College.
 - 4) Pupils with a parent who 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 criteria (1) to (4) having been applied does not distinguish an order of priority, the date of receipt of both Registration Form and registration fee payment will prioritise candidates, with the offer(s) made according to the application with the earliest registration dates. Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child in the process of adoption and living within a family where at least one of the parents is Catholic.

*For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.

Procedures

Following an expression of interest in a place, the College will direct parents to the online registration page with information to complete and details for payment of the registration fee. The Registrar will send links to important and relevant links on the website such as:

- Welcome to the relevant department, including parent handbook/Hero's Journey
- Term dates
- Details of school fees, extra-curricular and the lunch menu

The Registrar will then arrange for a meeting between the parents/guardians and the Principal.

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.
- An appropriate entrance assessment (Y1 – Y13)
- 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.
- Permission for a reference to be obtained from the Head Teacher of the pupil’s current school.
- Full 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.

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.

All decision-makers involved in admissions must declare any potential conflicts of interest, and where a conflict exists they will take no part in the decision-making process.

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

- A formal offer letter confirming the offer of a place and a proposed start date.
- Acceptance form, Pupil data form, Medical form

Parents/Guardians are then required to return the following:

- A signed Acceptance Form and all other forms
- 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; or by other agreed arrangement (e.g. commencement of ten monthly payments.)

Parents/Guardians undertake when accepting a place to abide by the Terms & Conditions outlined on the College website, 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. The school follows 'Working Together to Improve School Attendance' (2024).

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.

Sixth Form admissions

Students applying to Blanchelande from other schools are directed towards the registration form on the school website. External applicants are invited to meet the Registrar, Principal and Head of Sixth Form. A-Level option choices are submitted in the Hilary Term prior to Year 12 entry and students receive an offer letter specifying the GCSE grades required for commencement of A-Level courses. Entry requirements are outlined in the Course Booklet.

Year 11 students who already attend Blanchelande do not need to re-register for a place in the Sixth Form but are obliged to give a term's notice should they not be continuing at the College into Years 12 and 13. Blanchelande students are required to meet the same entry thresholds as external candidates, as specified in the Course Booklet.