



BILTON GRANGE

PREPARATORY SCHOOL

Admissions Policy

February 2023

1.0 INTRODUCTION

1.1 This document outlines the Admissions policy and process for entry to Bilton Grange Preparatory School.

2.0 SCOPE

2.1 Bilton Grange is a co-educational day and boarding independent school for 3 – 13-year-olds. It seeks to educate ‘the whole child’ and is part of the Rugby School Group. Bilton Grange incorporates ‘The Nest’ (3 - 4-year-olds), The Pre-Prep (4 – 8-year-olds), and the Prep School (8 – 13-year-olds). This policy must be read by all owners of policies in the Rugby School Group. It does not need to form part of the central staff sign off.

2.2 ‘Little Grange Nursery’, also part of the Rugby School Group and situated on the Bilton Grange site, takes children from six months to 4 years old. A place at The Little Grange Nursery will not automatically lead to a place at Bilton Grange. For further information regarding ‘The Little Grange Nursery’, please see www.littlegrangenursery.co.uk.

2.3 Bilton Grange is not selective; key elements of the admissions process are

- To ensure that all children who join the school will thrive
- To establish that Bilton Grange is able to provide such specialist support as may be required, and
- To provide your child with the opportunity to enjoy a brief taste of life as a Bilton Grange pupil.

3.0 SCHOOL STRUCTURE

| Age on 1 st September | Year Group | Bilton Grange Year Group Name | School Section |
|----------------------------------|-------------|-------------------------------|----------------|
| *2 years old | Early Years | Lower Nest | Pre-School |
| 3 years old | Early Years | Upper Nest | Pre-School |
| 4 years old | Reception | Reception | Pre-Prep |
| 5 years old | Year 1 | Year 1 | Pre-Prep |
| 6 years old | Year 2 | Year 2 | Pre-Prep |
| 7 years old | Year 3 | Year 3 | Pre-Prep |
| 8 years old | Year 4 | Juniors | Prep |
| 9 years old | Year 5 | 3 rd Form | Prep |
| 10 years old | Year 6 | 4 th Form | Prep |
| 11 years old | Year 7 | 5 th Form | Prep |
| 12 years old | Year 8 | 6 th Form | Prep |

(*children may start at the beginning of the Term after their 3rd birthday)

4.0 ADMISSIONS PROCESS OVERVIEW

4.1 Where possible, we recommend a school visit by parents/carers as the first step. To arrange the visit, kindly contact the Registrar on 01788 818246 or email admissions@biltongrange.co.uk.

4.2 Parents/Carers complete and return our Registration Form, together with the Registration Fee, as per the current 'List of Fees and Charges'.

4.3 On receipt of a Registration Form and Fee, the School will respond to parents/carers in one of 3 ways:

- the child has been placed on the main list which, subject to an assessment for Prep school entry, or to a satisfactory taster session for Nest/Pre-Prep, guarantees a place; or
- the main list is full for the year group and the child has been placed in the 'waiting pool'; or
- the waiting pool for the year group is itself full and that, with regret, we cannot progress the application. In this case, the Registration Fee will be returned.

4.4 Up to three terms prior to entry, children on the main list are invited to visit individually as follows:

4.4.1 Entry to Nest, Pre-Prep and Juniors (Year 4)

Taster session where possible, during which the children will join a class of their age group and will be informally observed by the teachers.

4.4.2 Entry to Years 5 - 8

i Experience Day, during which each child will

- join classes and activities with their age group,
- attend an informal interview with a member of staff,
- sit computerised, age-appropriate tests (English, Mathematics, Reasoning), for which no specific preparation is required.

ii Children unable to visit (eg if overseas) will receive a link to an online assessment and will be interviewed via video link.

And, where relevant, Bilton Grange will request a report from the child's previous school/nursery.

4.4.3 Following the visit/assessment, parents/carers will be informed as follows:

i Nest, Pre-Prep and Year 4 entry

- a) Place confirmed and formal offer made, or
- b) Further discussion with parents/carers required to establish suitability of Bilton Grange environment.

ii Years 5 - 8 entry

- a) Place confirmed and formal offer made, or
- b) Further information is required – perhaps in respect of special educational needs – before decision on an offer can be made, or
- c) Entry level not yet reached (though School may be willing to re-assess at a later date).

- 4.4.4 In order to secure a place once offered, parents/carers must, within the designated time period,
- i sign and return an Acceptance Form (the 'Parent Contract'), and
 - ii pay a refundable Entrance Fee as per the current 'List of Fees and Charges', or, in the case of overseas pupils, the equivalent of a term's fees.

5.0 WAITING POOL

Once a registration is received, it will be placed into a waiting pool and offers will be made subject to availability. The School reserves the right to give preference to those pupils in the pool it selects, at its discretion.

6.0 BURSARIES AND CHORISTER AWARD

6.1 Bilton Grange offers a range of Awards:

- A special Chorister Programme and Award for talented singers from Year 3 to Year 8.
- Foundation Awards for talented day pupils from disadvantaged backgrounds from Year 7 to Year 8.
- Earle Fund Awards for talented pupils (entering Years 4 – 8) from disadvantaged backgrounds with a need to board.

Chorister Awards, Foundation Awards and Earle Fund Awards all come with a 5% fee concession which may be supplemented by bursary fee support. Bursaries are always means-tested and only normally available to:

- i those in receipt of a Chorister Award, a Foundation Award, or an Earle Fund Award and
- ii in other exceptionally rare circumstances at the School's absolute discretion.

7.0 GUARDIANS

Parents/carers living abroad must arrange for their child to have a guardian in this country who will act 'in loco parentis'. There are professional organisations who are prepared to offer these services and the School is happy to advise.

8.0 PLEASE NOTE:

- 8.1 The School reserves the right to vary the entry procedures and assessment tests at any time after registration has taken place, and to vary or waive them in any respect in individual cases;
- 8.2 Places in all year groups - particularly The Nest and Reception - may well become full in the terms or years before a child's proposed joining date. All parents are accordingly encouraged to visit and register, well before starting. If it becomes necessary for Bilton Grange to introduce deadlines for registration for all or certain year groups, the relevant information will be posted on the Admissions pages of our website.
- 8.3 Children move on from the Pre-Prep to the Prep School in Year 4, provided the school feels that they will continue to cope with the standard of work there.

- 8.4 Parents/carers are advised that they should keep any current school informed of any intended move to Bilton Grange and must observe their regulations regarding the giving of due notice. We cannot accept anyone from another Independent School who has failed to meet their commitments to the previous school, in full, prior to joining us.
- 8.5 Though Bilton Grange is part of The Rugby School Group, there is no automatic transfer from Bilton Grange to Rugby School. Pupils still need to meet Rugby School’s standard entry requirements.

Bilton Grange Admissions

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| Authorised Risk, Compliance and Safeguarding Committee: | |
| Date: | |