



# BILTON GRANGE

PREPARATORY  
SCHOOL

## **Admissions Policy**

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September 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](http://www.littlegrangenursery.co.uk).

2.3 Key elements of the Bilton Grange 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 during their taster day.

## **3.0 EQUAL TREATMENT**

3.1 Bilton Grange welcomes applications from pupils from a diverse range of backgrounds to join and enrich our community.

3.2 Bilton Grange is committed to equal treatment for all and no applicant will be treated less favorably during the admissions process because of a protected characteristic under the School’s provisions within the Equality Act 2010. Parents are encouraged to share details of any additional needs to ensure their child has equitable access to the admissions process.

3.3 For further details please see Disability Policy and Accessibility Plan on the Bilton Grange website.

#### 4.0 SCHOOL STRUCTURE

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

#### 5.0 ADMISSIONS PROCESS OVERVIEW

5.1 Where possible, we recommend a school visit by parents/carers as the first step. To arrange the visit, kindly contact the Admissions Office on 01788 818246 or email [admissions@biltongrange.co.uk](mailto:admissions@biltongrange.co.uk).

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

#### 5.3 Entry to Nest and Reception

Registrations for entry to the Nest and Reception should be received by the deadline as published on the Bilton Grange website. All applications received by this date will be entered into our waiting pool. Please be aware that we are regularly oversubscribed and receipt of registration is not a guarantee of a place. Once registered, all applicants will be invited to a discovery session, or staff from Bilton Grange will arrange to visit them in their own nursery setting. Discovery sessions are play-based and child-led. We will want to get to know your child and make a gentle assessment of their readiness for school by observing their play in a group and their interactions with staff and peers. Through these sessions, we will be seeking to find children who will thrive in the School's busy environment. The School may contact nurseries prior to making offers. Offers are made following the discovery session and the School reserves the right to make these offers at its discretion. Children may remain in the waiting pool where further offers may be made. Registrations received at a later date may be added to the waiting pool at the School's discretion.

#### 5.4 Years 1 – Year 8 Admissions Procedure

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 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.

#### 5.5.1 Years 1 to 4 Entry Procedure

Up to three terms prior to entry, children on the main list are invited to visit individually to join a taster session, where possible, during which the children will join a class of their age group and will be informally observed by the teachers. Additional formal assessments may, on occasion, be requested. We will also request a copy of their latest school or nursery report where available.

#### 5.5.2 Years 5 to 8 Entry Procedure

Up to three terms prior to entry, children on the main list are invited to visit individually to join a taster day, during which each child may:

- 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. (These may be sat remotely at the discretion of the admissions office)
- children unable to visit (for example, if located overseas) will receive a link to an online assessment and will be interviewed via video link.

5.6 In all cases, where relevant, Bilton Grange will request a report from the child's previous school/nursery.

5.7 The School reserves the right to give preference to those pupils in the waiting pool it selects, at its discretion.

5.8 Following the visit/assessment, parents/carers of children applying for a place in Nest, Reception and Years 1 to 8 will be informed of one of the following outcomes:

- Place confirmed and formal offer made; or
- Further discussion with parents/carers required to establish suitability of Bilton Grange environment; or
- Entry level not yet reached (though School may be willing to re-assess at a later date); and/or
- Remain in the waiting pool for a place to become available.

5.9 In order to secure a place once offered, parents/carers must, within the designated time period:

- sign and return an Acceptance Form (the 'Parent Contract'), and
- 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.

## **6.0 PROGRESSION**

The procedures set out in paragraphs 1 to 5 above do not apply to existing pupils who are progressing through the School, including progression from Pre-Prep to Prep. It is assumed that an existing pupil will automatically progress through the School, subject to him/her meeting the required standards of behaviour and academic progress and the School continuing to be able to meet his/her needs. Please see also the School's Discipline Rewards Policy, Learning Development Policy and Disability Policy and Accessibility Plan.

## **7.0 BURSARIES AND CHORISTER AWARD**

7.1 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 with a need for significant funding from Year 7 to Year 8.
- Earle Fund Awards for talented pupils (entering Years 7 – 8) with a need for significant funding as well as a need to board.

7.2 Chorister Awards come with a 5% fee concession which may be supplemented by bursary fee support.

7.3 Bursaries are always means-tested and only normally available to:

7.3.1 those in receipt of a Chorister Award, a Foundation Award, or an Earle Fund Award and

7.3.2 in other exceptionally rare circumstances at the School's absolute discretion.

## **8.0 GUARDIANS**

8.1 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. Any appointed guardians must be AEGIS or BSA accredited.

**9.0 PLEASE NOTE:**

- 9.1 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;
- 9.2 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.
- 9.3 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.
- 9.4 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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| <b>Authorised Risk, Compliance and Safeguarding Committee:</b> |  |
| <b>Date:</b>   |  |