



Bilton Grange - Admissions Policy

Trinity Term 2026

1.0 GENERAL

- 1.1 Bilton Grange is a co-educational independent school for boys and girls from ages 3 to 13. Bilton Grange incorporates 'The Nest' pre-school (3-4 year olds), the Pre-Prep (4-8 year olds) and the Prep School (8–13 year olds).
- 1.2 Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Bilton Grange. We usually hold a number of open events across the year which give a general introduction to the School. We are also very happy to welcome prospective parents and their children for individual tours at other times during the school week. Please contact the School's admissions office to arrange a visit. If it is not possible to visit the school as part of the admissions process we will seek to discuss alternative options.

2.0 THE ENTRY PROCEDURE

- 2.1 Our admissions process is designed to identify pupils who are able to thrive within our balanced and well-rounded education and to make a positive contribution towards the life of the School. The admissions process aims to ensure that all parties are content that a child will cope with our diverse and rich curriculum and feel safe and happy in our learning environment.
- 2.2 We accept applications into all year groups, subject to availability. Our pre-school welcomes children for entry into the year prior to Reception, known as 'Nest Upper' and entry into 'Nest Lower' will depend on availability. Entry in Year 8, our final year, is uncommon as there is limited time to prepare a child for a scholarship or Common Entrance examinations. Please contact the admissions office for details of availability. The Nest and Reception year groups may have a deadline for applications, which will be published on the Bilton Grange website. Applications received after the deadline may be considered at the discretion of the school, subject to availability. Applications to all other year groups are accepted until that year group is full, at which point applicants may apply to the waiting list. We process applications during the academic year prior to entry.
- 2.3 The registration form can be found online, via the school's website. A registration is not a guarantee of a place.

3.0 THE ADMISSIONS PROCESS

- 3.1 The aim of the process is to identify potential. Bilton Grange is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.
- 3.2 For Early Years entry, we aim to ensure that each child will thrive in our busy environment. Assessment for Early Years entry, (The Nest and Reception) is based on observing children in informal play in small groups, as well as in sessions led by the teaching team. Part of the admissions process will be to contact nurseries or pre-schools for a transition report prior to making offers, and we may also seek to observe a child within their own Nursery environment where appropriate.

- 3.3 For all other year groups for entry we will assess a child's academic potential and general aptitude through a taster day, and/or online interview for overseas applicants. Children joining into Year 3 and above will be expected to sit age-appropriate tests (English, Mathematics, Reasoning). This is to ensure that your child can meaningfully access our curriculum. The admissions process aims to identify those pupils who will be able to access our curriculum at each key stage to advance through the school. Once a pupil at the school, we would discuss with you in good time if we felt such a move through the year groups was not appropriate.
- 3.4 A confidential reference may be sought from the pupil's current school as part of the admissions process.
- 3.5 Parents of those children we judge will not benefit from a Bilton Grange education or to whom we cannot offer a place as the year group is oversubscribed will be informed and given advice. The decision of the school is final in all admissions matters. The school is not obliged to state reasons for not offering a place to an applicant and the school does not accept responsibility for the administrative errors of parents/carers.
- 3.6 In order to secure a place once offered, the acceptance form must be returned within the timescales contained within the offer letter, along with the 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. Should the acceptance form not be returned within the timeframes, a place may be offered to an alternative applicant.

4.0 OUT OF YEAR APPLICATIONS

We believe that it is usually in the best interest of the child to join in their normal age group. An application to join in a different year group, either above or below, must be included on the registration form and any such request will be considered on an individual basis. Any decisions will always be made in the best interest of the child, taking into account individual circumstances and the professional judgement of the teaching staff.

5.0 EQUAL TREATMENT

- 5.1 Bilton Grange's aim is to encourage applications from candidates with a diverse range of backgrounds. We are mindful of our obligations under the Equality Act 2010 during the Admissions Process. This enriches our community and is vital in preparing our pupils for today's world. The School's provision for bursaries is described below.
- 5.2 Bilton Grange is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

6.0 SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

- 6.1 Bilton Grange does not unlawfully discriminate in any way regarding entry. The School welcomes pupils with disabilities and/or special educational needs, provided we can offer them any support that they require and cater for any additional needs and that our site can accommodate them. We aim to ensure that all our pupils, including those with disabilities

and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

- 6.2 Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs, disabilities or allergies (suspected and diagnosed) to discuss their child's needs with the School at the outset of the admissions process so that we can make adequate provision for them.
- 6.3 Parents are required to provide with the Registration Form full details of all relevant information, including any reports (including any educational psychologist reports, medical reports or other relevant expert third party reports), materials or information about their child's needs, and this may include any final or draft EHC Plans. This is so that the School can assess their child's needs and consult with parents about any adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to meaningfully access the education offered and that we are able to ensure their health and safety, and the health and safety of others.
- 6.4 Where parents of a prospective pupil feel their child requires adjustments, the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments proposed and whether they can reasonably be made for the child if they were to become a pupil at the School. There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), we feel that a prospective pupil is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.
- 6.5 Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the School. The School requires parents to be pro-active in updating the School as to any significant changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the School. However the School may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with the School about any material change to their child's circumstances.

7.0 SIBLING POLICY

- 7.1 Most siblings join us at Bilton Grange. However, admission is not automatic and each prospective pupil will be assessed as an individual, following the school's usual admission process.

8.0 OVERSEAS APPLICANTS AND THOSE WHO REQUIRE PERMISSION TO BE IN THE UK AND STUDY AT THE SCHOOL

- 8.1 We welcome overseas pupils, who can study at Bilton Grange as a boarder provided that they have the legal right to enter, live and study in the UK and they have an appointed guardian living in the UK with whom they can stay for some weekends, more details of which are contained in the School's Parent Contract.
- 8.2 Parents must inform the School when returning a completed Registration form or at any other time if their child requires sponsorship from the School in order to obtain a visa to study at the School.
- 8.3 Part of our sponsorship obligations include ensuring that all children studying with us have the requisite right to study under UK immigration law. As such, as part of our admissions process we are required to request proof of nationality and/or visa status. Our aim is to make sure we carry out these duties to safeguard children in our care and to protect our status as a sponsor of educational student visas.
- 8.4 Please note that we reserve the right to share information with UK Visas and Immigration (UKVI) and the Home Office for the purposes of compliance with our responsibilities as a licenced sponsor.

9.0 BURSARIES

- 9.1 Bilton Grange operates a bursary programme for entry into Year 5 and above. The majority of awards are for children entering into Year 7 (Foundation Award and Earl Fund) and with a very limited number available to other year groups. Those with parental responsibility are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend to full fee remission in cases of proven need. Before the offer of a bursary is confirmed, a member of staff or external assessor appointed by the School will normally visit the family at their home.
- 9.2 Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or wealth.
- 9.3 The School's practice is to allocate its entire available bursary funding on entry. The School's expectation is that parents who do not choose to apply for a bursary at the time that their child is being assessed will not require financial support throughout the time that their child attends the School, except in wholly unforeseen circumstances.
- 9.4 Our bursary policy can be viewed on our website or can be obtained from the Head's PA.
- 9.5 A bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the School's Terms and Conditions.

10.0 CHORISTER SCHOLARSHIPS

- 10.1 Bilton Grange offers Chorister scholarships for entry into Year 3 to Year 7.

10.2 A Chorister scholarship is designed to recognise talented singers from Year 3 to Year 8. Choristers are offered free tuition on up to two musical instruments. Parents are asked to indicate on the Registration Form whether they are interested in applying for a place on the Chorister Programme. Details of the programme will be sent to all who express an interest.

10.3 We encourage parents of potential choristers who anticipate that they will experience difficulty in meeting the tuition fees to apply (at the same time as registration of their child) for financial support via Rugby School.

10.4 Please note that a chorister scholarship may be withdrawn in accordance with the terms upon which such award is made or in accordance with the School's Terms and Conditions.

11.0 FINANCIAL INFORMATION

11.1 Any applicant for a place at the School, including those who apply for bursary support and overseas applicants, may at the discretion of the School be required to provide additional financial information and/or undergo checks to confirm that they are able to pay the School's fees (or any percentage of the fees still payable if a bursary or scholarship is granted).

12.0 SCHOOL'S TERMS & CONDITIONS (PARENT CONTRACT)

12.1 The terms upon which the School educates each pupil are set out in the School's Parent Contract which will be made available to parents as part of the admissions process.

13.0 COMPLAINTS

13.1 The School's Complaints Procedure is not available for use by prospective parents

14.0 RECORDS AND DATA PROTECTION

14.1 Applicants' details will be held on file with due regard to data protection legislation. Please see the School's Privacy Notices on the website for further information about how the School collects, uses and processes personal data.

15.0 POLICY VARIATIONS

15.1 The school reserves the right to vary the entrance procedures and assessments at any time after registration has taken place and to vary or waive them in respect of individual cases.

16.0 POLICY OWNERS

16.1 BG Admissions Department