



ADMISSIONS POLICY	
Reviewed by:	Andrew McCleave – Headmaster
Review Date:	September 2025
Next Review due:	September 2026



Admissions Policy

Pupils are admitted to Ballard School, from the ages of 2 to 16 years (Nursery to Year 11). Our main points of entry are Early Years, Reception, Year 3 and Year 7, with an Admissions Day for Year 7 and, at times, Year 3. Those joining during Year 10 and into Year 11, will only be accepted in exceptional circumstances. Due to the importance placed on our GCSE programme, entry into Year 10 and Year 11 is extremely limited.

Pre-registration is accepted for our main entry points into Early Years, Reception, Year 3 and Year 7. Enquiries are welcome at any time, and pre-registration is accepted at any point into our main entry points: Early Years, Reception, Year 3, and Year 7 (subject to availability). For year groups outside of these main entry points, pre-registration can only be held in the academic year prior to the intended September start date. For example: if you wish to pre-register for Year 5 in 2026, you can submit your registration forms after 1st September 2025. Exceptional circumstances will be considered. Pupils generally join Ballard in the Autumn term; however, consideration will be given to pupils' individual circumstances.

Ballard School admits pupils on a 'best-fit' basis. This is based on our ability to ascertain whether a child will:

- demonstrate an enthusiastic and positive approach to School life;
- make the most of the opportunities afforded them;
- be kind and accepting of others; and
- embrace the Ballard values.

At Ballard, the majority of pupils in Year 10 and 11 will study 9 or 10 GCSE subjects. Some may study a reduced number; others may pick up additional qualifications. It is worth noting that Ballard School does not offer any level of qualification below GCSE and pupils will be expected to be able to access the curriculum independently, without in-class 1:1 support, unless an EHCP is in place. Using all available information, the School will make a judgement on whether potential pupils are able to access our curriculum independently.

Furthermore, when considering pupils who have additional needs, either educational or emotional, Ballard staff will take into account the needs of the current cohort. We will only admit pupils if we can meet their needs without comprising our ability to meet the needs of our pupils who are already here.

Admission is based on a variety of factors which must include the following:

- Completion of the Registration Form by all prospective parents which includes a copy of the child's birth certificate, passport (where relevant), latest school report and payment of the applicable Registration Fee;
- Completion of a signed declaration by all prospective parents, which informs the School of all known special educational needs of the prospective pupil(s) concerned. The School has a Disability Policy which takes note of recent legislation regarding 'reasonable adjustments.' The accurate and full completion of this form is a pre-requisite of any application. A child's place may be reviewed, and potentially withdrawn, if information comes to light after an offer is made that suggests we may not be able to support their needs, whilst supporting the needs of others at Ballard;
- An informal meeting between the Headmaster and child, which may be online or in person;
- A review of the latest available reports and/or a written reference from the prospective pupil's previous school.

Our admissions process may also include the following:

- Attendance of an Admissions Day for Year 3 and 7;
- A visit to Ballard by the parent/guardian and potentially the prospective pupil(s) to include a meeting with the Headmaster, or other delegated person;
- The successful completion of a Taster Day;
- Analysis by Ballard teaching staff of a piece of writing and a range of age-appropriate Mathematics problems. Pupils may also be asked to complete an online CAT4 (Cognitive Ability Test) assessment;
- The parental agreement for their child(ren) to attend individual support lessons provided by specialist teachers, as deemed necessary by the School or following a professional assessment. In most cases, there will be an additional charge for all extra 1:1 tuition (see fee schedule);
- On occasion, a member of the Leadership Team or Marketing & Admissions Team may make a telephone call to a pupil's previous school to clarify something in a reference or report; and
- For entry into Reception, the School may liaise with and visit the Nursey the prospective pupil attends and may organise a home visit.

Andrew McCleave
Headmaster
September 2025

Policy Log:

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