BALLARD

BESPOKE EDUCATION

ADMISSIONS POLICY	
Reviewed by:	**Stuart Turner – Headmaster**
Review Date:	**September 2026**
Next Review due:	**September 2027**

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Admissions Policy

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1. General Statement

Ballard School is a co-educational day school for pupils aged 2 to 16 (Nursery to Year 11). Our main points of entry are Early Years, Reception, Year 3 and Year 7. Those wishing to join during Year 10 and into Year 11, will only be accepted in exceptional circumstances.

Ballard School admits pupils on a 'best-fit' basis. The School is looking for children who 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.

2. Registration

Before a child can be considered for admission, a completed registration form must be submitted via by email, together with the non-refundable registration fee. The registration fee is £120 for the duration of the academic year 2026/27.

Enquiries are welcome at any time, and pre-registration is accepted at any point into our main entry points.

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 2027, you can submit your registration forms after 1st September 2026. Exceptional circumstances will be considered. Pupils generally join Ballard in the Autumn term; however, consideration will be given to pupils' individual circumstances.

3. Equality, Diversity and Inclusion

Ballard School is committed to promoting equality, diversity and inclusion and values the rich diversity of its community. The School welcomes applications from children of all backgrounds, cultures, faiths and experiences.

All applicants are considered fairly and in accordance with the School's admissions procedures, without unlawful discrimination on the grounds of any protected characteristic. The School is committed to providing equality of opportunity and to treating all applicants and their families with dignity, fairness and respect.

The School welcomes applications from pupils with disabilities and is committed to promoting accessibility. Where appropriate and reasonable, the School will consider adjustments to its admissions process to ensure that applicants are not placed at a substantial disadvantage.

The School seeks to identify and admit pupils who will benefit from the education and opportunities it provides and who are likely to participate positively in the academic, pastoral and wider life of the School. The School is committed to creating an inclusive environment in which every member of the community is respected, valued and supported to thrive.

4. Special Educational Needs and Disabilities

The school will make reasonable adjustments, where appropriate, to ensure that its admission procedures are accessible to children with disabilities or special educational needs. The school will work in consultation with parents, and where necessary with other professionals or organisations in order to ascertain a child's individual needs and to determine any additional or alternative arrangements that may be required should an offer of a place be made.

Parents of a child with a disability or special educational needs must provide the school with full details of their child's needs, including any support arrangements currently in place at their existing place of education. This information, together with any relevant supporting documentation, should be submitted via a signed form at the time of registration.

When considering pupils who have additional needs, either educational or emotional, Ballard staff will take into account the needs of the current cohort. The School will carefully consider whether it can make reasonable adjustments and provide appropriate support for a prospective pupil whilst maintaining the efficient education of existing pupils and the effective use of the School's resources.

5. Education, Health and Care Plans (EHCPs)

The School welcomes applications from pupils with an Education, Health and Care Plan (EHCP). Where Ballard School is being considered as a placement, the School will work with parents, carers, the relevant local authority and other professionals, as appropriate, to obtain and review all relevant information relating to the pupil's needs.

The School may request further assessments, reports or consultation where necessary to ensure that it has sufficient information to determine whether it can provide an appropriate education and meet the pupil's identified needs effectively and safely, including through reasonable adjustments and any additional provision specified within the EHCP. Admission decisions will be made in accordance with the Children and Families Act 2014, the SEND Code of Practice, the Equality Act 2010 and any other applicable legal requirements.

6. Fluency in English

Applicants must demonstrate sufficient English language skills to access the curriculum and participate fully in school life. English fluency will be assessed through the taster day and admissions days, as appropriate.

7. Right to Study and Identity Verification

All applicants must have the legal right to live and study in the United Kingdom for the duration of their education at the school. At the point of enrolment following receipt of an offer, parents will be required to provide appropriate documentation to confirm a pupil's identity, immigration status and right to study in the UK before admission can be confirmed. The school reserves the right to request additional information or documentation where necessary and may withdraw an offer of a place if satisfactory evidence of identity or the right to study in the UK is not provided. The school is unable to sponsor or support pupils who require a Child Student visa or any other form of study visa in order to attend the school.

8. Entry Process and Requirements

The entry process is pupil focussed and the school aims to ensure that each stage is conducted in a supportive, positive and welcoming manner for all applicants. The year group in which a child is admitted is usually determined by their age on 1st September of the year of entry. Any decision regarding admission outside the normal age group will be made in consultation with parents and with reference to the child's academic, social and emotional needs. However, the Headmaster reserves the right to exercise discretion where appropriate, taking into account the child's ability to cope academically with the pace of learning within the relevant year group and their social and emotional development.

As part of the admissions process, the School may request information from a prospective pupil's current or previous school regarding academic progress, attendance, behaviour, welfare and safeguarding where appropriate.

Our admissions process includes the following elements:

- Attendance of an Admissions Day for 7;
- A visit to Ballard by the parent/guardian and potentially the prospective pupil(s);
- A Taster Day, including a meeting with the Headmaster and/or other delegated person;
- 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 Nursery the prospective pupil attends and may organise a home visit.

9. Academic programme

At Ballard, the majority of pupils in Year 10 and 11 will study 9 or 10 GCSE subjects. Some pupils 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.

10. Admissions outcome

The final decision regarding an offer of a place rests with the Headmaster. There is no formal right of appeal against an admissions decision. Parents who have concerns regarding the admissions process may raise them with the Headmaster.

Admissions decisions are made following consideration of all relevant information available to the School including:

- registration documentation;
- previous school reports and references;
- outcomes of taster days or admissions day;

- meetings with the child and parents;
- information relating to learning support needs or medical needs;
- the School's capacity to meet the needs of the applicant.

11. Waiting List

Where a year group is full, applicants who have successfully completed the admissions process may be placed on a waiting list. Places will be offered as they become available, taking account of the School's assessment of the child's suitability for the education and opportunities offered.

12. School Fees and Deposit

School fees are paid termly in advance or by monthly direct debit. Fees are reviewed annually by the governors. Upon acceptance of a place, a deposit (acceptance deposit) is payable. The acceptance deposit will be retained by the school and refunded, without interest, when the pupil leaves the school, less any monies which may be outstanding at the time. Extras may be incurred for school trips, expeditions and other optional items.

13. Uniform and Sport Kit Requirements

All pupils are required to wear school uniform available to purchase online through the school's designated third-party retailer. This is set out in the school's uniform guide, whilst sport kit requirements for PE, games and co-curricular clubs are outlined in the school's uniform guide. The cost of the school uniform, sport kit and any associated clothing requirements is the parents' responsibility.

14. Device Provision and Requirements

Pupils from Year 6 upwards are required to have access to a laptop to support their learning. All devices are provided by the school through a leasing scheme and are school-managed to ensure appropriate safeguarding, security, monitoring and access to educational software and services.

This provision includes a stylus pen, protective case, charger, educational software licenses, warranty and insurance covering accidental damage and theft. A termly charge will be applied to cover the cost of the device and associated services.

15. Admissions Register

Ballard School is committed to ensuring that the admissions register is maintained in accordance with The School Attendance (Pupil Registration) (England) Regulations 2024. From the beginning of the first day on which the school has agreed or been informed that the pupil will attend the school, an entry will be made in the school's admissions register.

The school will collect and retain the following data:

- full name;
- name that pupil uses at school;
- sex (recorded as birth sex unless a gender recognition certificate is obtained);
- address;
- the full name and address of each of the pupil's parents;

- which of the pupil's parents, if any, the pupil normally lives with and at least one telephone number that each such parent can be contacted with in an emergency;
- date of birth;
- date of admission;
- name and address of previous school.

The preservation of the School's admissions register, amendments to and deletions from the admissions register are regulated and will be in line with The School Attendance (Pupil Registration) (England) Regulations 2024. In accordance with these regulations and the statutory DfE guidance Working Together to Improve School Attendance (2024), the school will inform the local authority of any pupil who is going to be added to or deleted from the school's admissions register at non-standard transition points.

16. Records and Data Retention

The personal data of applicants and their parents will be processed and retained with due regard to data protection legislation. Further information about how the school collects, uses, stores and processes personal data is set out in the school's Privacy Policy. The school will retain personal data only for as long as is necessary and in accordance with the school's Data Retention Policy.

17. Further Details and Contact

Full details of the admission process can be found on the school website at www.ballardschool.co.uk. Should you have any questions regarding admissions, please do not hesitate to contact the Registrar or the Director of Admissions and Marketing.

The school can be contacted by telephone on 01425 626900 or you can email Registrar@ballardschool.co.uk

18. Related Policies and Documents

- Accessibility Policy and Plan
- Attendance Policy
- DfE Working Together to Improve School Attendance (2024)
- Privacy Policy
- Terms and Conditions (Parent Contract)

Stuart Turner
Headmaster
September 2026

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