



**BLENHEIM
SCHOOLS**

ADMISSIONS POLICY

DUNCOMBE SCHOOL



ADMISSIONS POLICY

Contents

1.0 Introduction	2
2.0 Admissions Decisions	2
3.0 The Admissions Process	3
4.0 Equality, Inclusion and Information Sharing	4
5.0 Special Educational Needs, Disabilities and Inclusion	5
6.0 Pupils with Medical Requirements	6
7.0 Pupils with Dietary Requirements	6
8.0 Waiting List for Entry throughout the Year	6
9.0 Overseas Applicants	6
10.0 Fluency in English	7
11.0 Religious Beliefs	7
12.0 Offer and Acceptance	7
13.0 Withdrawal of Offers	8
14.0 School's Contractual Terms & Conditions	8
15.0 The Admissions Register	8

1.0 Introduction

This policy explains the school's admissions procedures and its commitment to equal treatment of, and opportunities for, its pupils.

Blenheim Schools welcomes applicants from all backgrounds and does not discriminate on the basis of disability, gender, race, religion or belief, sex or sexual orientation in its admissions procedures. All enquiries are dealt with fairly and equally.

Deciding on the right school for your child is very important, and we at Blenheim Schools believe that a personal visit is invaluable. We very much hope that you and your child will visit our School. We hold open mornings throughout the year, which give prospective parents an opportunity to tour the school and meet the Headteacher. Details are published on our website, and all registered parents are informed. We are also very happy to welcome prospective parents at other times for a personal meeting with the Head and/or Head of the relevant school and a tour of the school. This policy applies to all pupils seeking admission to the school, including those in the EYFS.

2.0 Admissions Decisions

Admissions decisions are made by the Headteacher (or delegated senior leader) following consideration of all relevant information. The DSL will be consulted where safeguarding

information or concerns are known or identified during the admissions process. Where appropriate, advice may be sought from the Designated Safeguarding Lead (DSL), SENCO and other relevant professionals to ensure the school can meet the students educational, pastoral, medical, needs and safeguarding needs at the time of application”.

The school is a non-academically selective school. Selection is not based upon academic ability but on a pupil’s potential to prosper at the school, socially and academically. Where possible, there will be an informal interview. We do require references from the candidate’s previous school or nursery and consider the observations and feedback from staff following any trial day(s). Our selection process is designed to identify pupils who can benefit from our balanced and well-rounded education and to make a positive contribution to the life of the school.

Where appropriate and lawful to do so, the school may seek safeguarding information from previous settings before an admission decision is made in order to assess how best to meet the child’s needs and ensure appropriate safeguards are in place.”

Applicants for admission should register by the end of November of the year preceding the desired year of admission. The school welcomes in-year applications, but places in any one-year group can only be allocated if there is availability at the time of application.

3.0 The Admissions Process

In-year applications are welcomed throughout the academic year where places are available. Following acceptance of a place, the school will work with parents and, where appropriate, the child’s previous setting to support a smooth transition, including the sharing of relevant educational, pastoral and welfare information. Any known safeguarding concerns, child protection involvement, Early Help involvement, social care involvement or other welfare information relevant to the child’s safety and wellbeing

We understand that choosing the right school is a big decision — and we’re here to support you every step of the way. Our admissions journey is designed to be as open, thoughtful, and human as the school itself. Our bespoke and straightforward admissions process follows the following steps:

Make an Initial Enquiry

Reach out to our friendly Admissions Team to ask questions, request a prospectus, or simply start a conversation. We’re here to listen and help.

Book a Personal Tour or Attend an Open Day

No website, prospectus, virtual tour or social media platform can do our schools justice – places that thrive on human interaction and relationships. Please do take the time to come and see us in action – our door is always open. The best way is to come and experience the school for yourself – ideally with your child.

Register Your Interest

If you feel that the school could be the right fit, we’ll invite you to register your interest . Once we receive the completed registration form, we will formally progress your application and begin the next steps.

Taster Day(s)/Taster Session (s)

This is not a test — it’s a chance to explore. Your child will spend time with their potential classmates and teachers, experiencing life at the school. It’s also a valuable opportunity for us

to get to know your child as an individual.

We encourage families to reflect on questions like:

“Can I be myself here?”

“Will I be accepted and respected?”

“Is this a place where I can be happy and learn?”

Offer Stage

The final step – there is no entrance examination to join our school – we are proudly all-ability. Following taster days there’s a straightforward administration process and an opportunity for both the school and the family to reflect briefly to ensure that we are the right fit for each other. At that point an offer would be made.

Secure Your Place

Once we receive your completed admissions forms and deposit, your child’s place at our school is confirmed.

Your Child’s Journey Begins

From here, the adventure truly starts. We’ll work closely with you to ensure a smooth, supported transition into school life.

4.0 Equality, Inclusion and Information Sharing

Blenheim Schools is committed to providing a fair, transparent and inclusive admissions process. The school welcomes applications from children of all backgrounds and will not unlawfully discriminate on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, in accordance with the [Equality Act 2010](#).

Each application is considered individually, taking into account the child's educational, pastoral, medical and welfare needs, together with the school's ability to make reasonable adjustments and provide an appropriate education within its available resources.

Parents and carers are expected to provide accurate, complete and timely information during the admissions process, including any information relating to:

- Special Educational Needs and Disabilities (SEND);
- Education, Health and Care (EHC) Plans;
- Educational Psychologist reports or other professional assessments;
- Medical conditions, disabilities or allergies or ongoing health requirements
- Behavioural, attendance, welfare or pastoral concerns, including any previous exclusions or safeguarding matters where relevant
- Court orders relating to parental responsibility or the care arrangements or care of the child;; and
- Any other information that may reasonably affect the school's ability to meet the child's educational, pastoral, medical or safeguarding needs.

For all international applicants (whether sponsored by the School under the UK Child Student route or non-sponsored), parents must also provide all information and documentation required to establish the pupil's identity, immigration status and eligibility to study in the United Kingdom. This includes, where applicable:

- The pupil's current passport and any previous passport containing relevant immigration endorsements;
- The pupil's current visa, eVisa or other evidence of immigration permission;
- A valid share code (where applicable) to enable the School to verify immigration status online;
- Evidence of the immigration status of the parent(s) or legal guardian(s), where this is relevant to the pupil's permission to study or reside in the UK;
- Evidence of the relationship between the pupil and their parent(s) or legal guardian(s), where requested;
- Details of the pupil's intended UK living arrangements, including the address where they will reside during term time;
- Details of the parent(s), legal guardian(s), nominated carer or educational guardian responsible for the pupil whilst in the UK;
- Any parental consent, guardianship, private fostering or undertaking documentation required by law or by the School's safeguarding and UKVI compliance procedures; and
- Any additional documentation reasonably requested by the School to satisfy its safeguarding obligations, verify identity, confirm the pupil's right to study in the UK or comply with UK Visas and Immigration (UKVI) requirements.⁵

Parents and carers must inform the school of any significant changes to this information before the child joins the school or during their time at the school.

Failure to disclose information that is material to the admissions decision, or the provision of misleading or incomplete information, may result in the withdrawal of an offer of a place or, where appropriate, a review of the child's continued placement in accordance with the Parent Contract and following consultation with the parents.

Information provided during the admissions process will be processed in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the school's Privacy Notice. Information will only be shared internally where there is a legitimate educational, welfare or safeguarding reason for doing so.

5.0 Special Educational Needs, Disabilities and Inclusion

Requests for admission outside the normal age group or deferred entry will be considered on an individual basis, taking account of the child's needs, professional advice and the best interests of the child.

Blenheim Schools welcomes pupils with special educational needs and disabilities. Parents are required to disclose any known special educational needs, disabilities, or medical conditions during the application process. This includes sharing relevant documentation such as:

- Educational Psychologist and/or clinical reports.
- EHC Plans or assessments.
- Medical reports or other professional evaluations.

The Headteacher and relevant senior leaders, such as the SENCO or Head of Inclusion, will review all relevant documentation and assess whether or not the school can meet the pupil's needs.

The school's commitment extends beyond admission. If a pupil's needs evolve after enrolment,

parents must inform the school promptly to allow a reassessment of reasonable adjustments. Any subsequent adjustments will be discussed with parents to ensure the pupil's needs are met effectively and safely.

In rare cases where reasonable adjustments cannot be made, or where meeting the pupil's needs would compromise the safety of others or the integrity of the school's operations, the school may reconsider the pupil's placement. Such decisions will be made transparently and collaboratively.

6.0 Pupils with Medical Requirements

If the school believes that it can meet a child's needs for medical provision, or the ongoing administration of medication, the school will endeavour to meet such needs. Where necessary, if specialist knowledge is required, the school will arrange additional training for relevant staff to support a pupil's medical needs (for example for anaphylaxis, diabetes and asthma). We will discuss thoroughly with parents and their medical advisers any reasonable adjustments that can be made and the administration of medication, to enable a child to become and continue as a pupil at the school. For further information, please refer to the policy on first aid and the administration of medication.

7.0 Pupils with Dietary Requirements

Where reasonable adjustments can be made, the school welcomes pupils who have particular dietary requirements, for example, due to cultural or religious backgrounds or to food allergies or intolerances. Information on dietary needs is gathered as part of the admissions process and shared as appropriate with catering and teaching staff. In more complex situations, a meeting may be organised between the registrar and/or catering manager and the parents and/or health practitioner to discuss and plan for a child's dietary needs. Parents are asked to inform the school promptly if there is a change in a child's dietary needs.

8.0 Waiting List for Entry throughout the Year

Where a year group is full, applicants may be placed on a waiting list. Waiting lists will be maintained fairly and reviewed regularly.

At times, spaces do become available in various year groups throughout the year. If parents are interested in applying for a place during the year, they should contact the Admissions Manager who will organise a mutually convenient time for a visit. We will contact the child's current school or nursery and request references.

9.0 Overseas Applicants

Schools within the Blenheim Group that hold a UKVI Student Sponsor licence will comply with current UKVI Sponsor Guidance and all associated sponsorship duties. Applicants requiring sponsorship must satisfy UK immigration requirements before admission. Applicants who already have the right to study in the UK (for example British or Irish citizens, holders of Indefinite Leave to Remain, Settled or Pre-Settled Status or dependent visas) will be required to provide appropriate evidence of their immigration status where applicable. Where parents reside overseas, the school may require the appointment of an educational guardian resident in the United Kingdom.

The school reserves the right to request any documentation required to satisfy UKVI sponsorship duties and ongoing compliance requirements. Sponsored students must comply with UKVI visa conditions and reporting requirements throughout their period of study.

Blenheim Schools welcomes overseas pupils, who can study at the school, provided that UK immigration requirements, such as are in force at the time, are met and they have a relative, legal guardian or host family living in the UK with whom they can reside. Where necessary, individual admission arrangements will be made for pupils applying for a place at the school from overseas.

10.0 Fluency in English

To meet the academic and social demands of the school, pupils should ideally be fluent English speakers. Pupils with English as an Additional Language (EAL) are supported in school, but additional tutoring may be recommended. Parents are encouraged to arrange this tutoring outside school to ensure their child's success.

Where this is not possible, for example, when a family has to move with little notice, the school provides additional support for EAL for those identified as requiring it for one session per week, with additional sessions available at additional cost, above the normal termly fees payable. This may also mean adapting the pupil's timetable for a period of time. All pupils are assessed for their ability in English, where English is an additional language, using the school's own assessment process. The outcomes are reported in line with the school's stages of English acquisition within the Infant and Junior departments, and in line with [the Common European Framework for Reference of Languages](#) (CEFR) in the Seniors, where applicable.

11.0 Religious Beliefs

We are a Church of England affiliated school and welcome children from all faiths or none.

12.0 Offer and Acceptance

For students who are registered at the school, the school records and maintains the information as required by the [Independent School Standards \(ISS\)](#) and in accordance with the UK's [Data protection legislation](#).

Where appropriate, transition meetings may be arranged to support pupils with additional educational, pastoral, medical or safeguarding needs.

If the school offers your child a place, a confirmation letter along with an Acceptance Form will be sent to you. To accept the offered place a completed Acceptance Form, signed by both parents, along with a copy of your child's birth certificate should be sent to the School Office. A deposit is also required to secure the place; details of the deposit are outlined within the offer letter. Please refer to the School's Terms and Conditions for information as to how the deposit will be held and in what circumstances it will be refunded. Further information is also provided in the Terms and Conditions about cancellation of a place that has been accepted.

13.0 Withdrawal of Offers

Blenheim Schools is committed to maintaining compliance with the [Equality Act 2010](#) and related regulations, including [the Independent School Standards \(ISS\)](#) and [Special Educational Needs and Disability Act](#) (SENDA). We ensure that all decisions related to admissions are fair, transparent, and compliant with relevant legal frameworks.

Decisions to withdraw an offer or decline an application will be made only after:

1. A consultation with parents or guardians.
2. A review of the circumstances by the school's leadership team.
3. Legal advice, where necessary, to minimise potential legal and reputational risks.

All such decisions will be communicated in writing, outlining the reasons clearly and sensitively.

14.0 School's Contractual Terms & Conditions

Blenheim Schools ensures alignment between its admissions policy and parental contracts. Parents must agree to the school's terms, which include:

1. Providing accurate and complete information about the pupil.
2. Notifying the school of any changes in circumstances that could affect the pupil's education or wellbeing.
3. Notifying the School immediately of any change in circumstances that may affect the pupil's immigration status, visa conditions, eligibility to study in the UK, or the School's compliance with its duties as a UKVI Student Sponsor. This includes, but is not limited to, changes to immigration status, passport details, guardianship arrangements, contact details, travel arrangements, or any other matter relevant to the School's UKVI sponsorship obligations.
4. Understanding that breaches of these terms may result in the withdrawal of a place, in line with the school's commitments under the [Equality Act 2010](#).

15.0 The Admissions Register

The Admissions Register will be monitored regularly to ensure compliance with statutory requirements. Any concerns relating to admissions should be managed in accordance with the school's Complaints Policy, which can be found on the school website.

In accordance with Paragraph 15 of the Independent Schools Standards Regulations, and in line with requirements related to children missing education, as noted in Keeping Children Safe in Education, the school records on its information management system the required personal information about each registered pupil. The school must notify the Local Authority in the area where the school is situated of the addition or removal at non-standard times of a pupil's name from the admissions register, if the pupil is of compulsory school age. This includes informing the Local Authority when the child has been taken out of school to be home educated, when the family has apparently moved away, when the child has been certified as medically unfit to attend, when the child is in custody for more than four months, or has been permanently excluded.

Document Name:

Admission Policy

Document Type:

Policy

Policy Owner:

Operational Director

Version Number:

1.0

Last Review Date:

September 2026

Next Review Date:

Annually



**BLenheim
SCHOOLS**

BLenheim SCHOOLS.COM