1. **Aims of the policy**
   1.1. To identify and welcome applicants whose academic and other abilities appear to match the ethos and standards of the School and whose personal qualities suggest they have the potential to contribute to the school community and benefit from the many opportunities offered.
   1.2. To set and apply selection criteria and procedures which are fair for all applicants.

2. **Points of entry to the School**
   2.1. Key entrance points are Little Acorns, Reception, Year 5, Year 7, Year 9 and Year 12. Places are offered according to a candidate’s performance in entrance assessments. The School may also accept pupils in other year groups, subject to places being available.

2.2. **Admissions procedure**
   The admissions procedure is as follows:
   2.2.1. Request a prospectus;
   2.2.2. If possible, arrange a visit to the School. This can be either an individual visit with an opportunity to meet the Headmistress or another senior member of staff or attendance at an Open Morning;
   2.2.3. Registration. Parents asked to register their daughter and pay a non-refundable registration fee. This entitles prospective pupils to take the relevant entrance assessments;
   2.2.4. Taster day. Candidates invited to a Taster Day designed to help them make an informed decision about the School. A Taster Day allows individual girls to ‘experience’ the School for a day and sometimes a night to meet girls in their year group, participate in lessons and get a feel for the Badminton community;
   2.2.5. Entrance and Scholarship assessments. Assessment dates for entry into the Senior School are published on the School website and are available by request from the Admissions Department. Assessment days are held for applicants to the Junior School and these are arranged in liaison with the Junior School;
   2.2.6. Candidate’s current school contracted and references requested;
   2.2.7. Offer of a place or place declined;
   2.2.8. Acceptance by parent and payment of the acceptance deposit;
   2.2.9. Once all the required documents have been received to accept a place at Badminton, our representatives TTP Law will oversee the application for the Confirmation of Acceptance of Studies (CAS). An International Application Compliance Charge of £300 will be made for each referral. The initial charge is payable with the deposit. The Compliance Charge for any subsequent renewal of CAS applications will be invoiced, to parents directly by the School;
   2.2.10. TTP Law will liaise with parents to guide them through the complex visa application process. A Visa Application Fee will be payable to TTP Law for this service. TTP Law will also collect the NHS Surcharge as part of the visa application process.

3. **Admissions to Badminton Junior School**
   3.1. All Junior School prospective pupils spend up to a day at the School where they are individually assessed, normally within the 12 months prior to entry. The methods of assessment depend on the age of the child, but generally Little Acorns (joining in the year prior to Reception) and Acorns (Years 0-2) are assessed in terms of their reading and mathematical ability and social skills. From Year 3-6 the tests are more formal and written papers in English, Maths and Non-Verbal Reasoning are completed during the assessment. In addition, form teachers observe the social and interaction skills of a prospective pupil and give a verbal report to the Junior School Headmistress. For candidates transferring from another school a report from the candidate’s previous school is always sought and taken into consideration.
4. Admissions to the Senior School

4.1. Prospective pupils for Years 7-10 take entrance papers in English (or English as a Foreign Language for candidates for whom English is not their first language and have not been at school in the UK for more than two years), Mathematics and a reasoning test (usually online). A senior member of staff interviews all candidates. A report from the candidate’s previous school is always sought and taken into consideration.

4.2. Assessments usually taken in the January preceding the September of entry, either at Badminton, or arrangements can be made for candidates to sit entrance papers under supervision elsewhere. It is obligatory for all overseas candidates to be interviewed. Whilst it is preferable to visit Badminton, if this is not possible, an interview can be arranged via Skype or similar. Occasionally applications for the Senior School may be considered later in the year if places are available.

4.3. Prospective pupils who are applying late in the academic year may, under special circumstances, enter the school following an interview, a reasoning test and a report from the candidate’s previous school.

4.4. The two key points of entry are for Year 7 and Year 9 although girls may be admitted at Years 8 or 10 according to the availability of places.

4.5. Pupils proceeding from Year 6 of the Junior School to the Senior School at 11+ are not required to re-register but are required to sit the School’s entrance assessments in the same way as external candidates. Progress from the Junior School to the Senior School is subject to meeting the Senior School admissions requirements.

4.6. The School will use the UKISET assessment system for all overseas candidates seeking admission into the Senior School, unless the candidate is able to sit the School’s own entrance papers at the British Council or a school approved selected test centre.

4.7. Candidates applying for a short term placement, for example, for one term, will be interviewed and sit an English paper or reasoning test (usually online), unless pre-screened by their agency, as appropriate. A reference will normally also be required. Candidates on a short-term exchange programme or similar, for 3 weeks or less, do not require assessment.

5. Admissions to the Sixth Form

5.1. Prospective Sixth Formers choose papers in two subjects that they plan to take at A Level and a reasoning test. A senior member of staff interviews all candidates. Whilst it is preferable to visit Badminton, if this is not possible, an interview can be arranged via Skype or similar.

5.2. A report from the candidate’s previous school is always sought and taken into consideration.

5.3. Entrance assessments are taken in the November preceding the September of entry, either at Badminton or arrangements can be made for candidates to sit entrance papers under supervision at selected test centres elsewhere, unless they have already completed UKISET. Occasionally applications for the Sixth Form may be considered later in the year if places are available.

5.4. For prospective students who are applying late in the academic year an offer will be made subject to GCSE results, a reference/report from her current school and an interview. If the candidate has not taken GCSEs she will be asked to take an assessment test.

5.5. The School will use the UKISET assessment system for all overseas candidates seeking admission into the Sixth Form, unless the candidate is able to sit the School’s own entrance papers at the British Council or at a number of other selected test centres approved by the School.
6. Special circumstances

6.1. We recognise that a candidate’s performance may be affected by particular circumstances for example:

6.1.1. if she is unwell when taking tests or has had a lengthy absence from school;
6.1.2. if there are particular family circumstances such as a recent bereavement;
6.1.3. if there is a significant factor in a candidate’s educational history;
6.1.4. if the candidate has a disability or specific learning difficulties;
6.1.5. if English is not a candidate’s first language.

6.2. In all cases parents must inform the School of any special circumstances relating to their child’s health, allergies, disabilities or learning difficulties or other circumstances which may affect their daughter’s performance.

6.3. The School may, in addition, request further information (we consider necessary to make a fair assessment) such as a medical certificate or educational psychologist’s report and any associated correspondence from the pupil’s current school.

6.4. The School will make any reasonable adjustments to the admissions procedure as may be required to assist candidates with disabilities or special educational needs with the admissions procedure, including with regard to taking entrance examinations. Please inform the School if you have any special requirements for adjustments to be made at any stage of the admissions procedure.

7. Selection

7.1. If there is a need to decide between two or more candidates who meet the admissions requirements, the following preference factors will be taken into consideration:

7.1.1. the applicant has or has had a sister at Badminton School;
7.1.2. a close relative of the applicant (mother, aunt, cousin, grandmother) is a former pupil of Badminton School;
7.1.3. the applicant has specific talents, gifts or aptitudes;
7.1.4. the applicant and her family have visited the School;
7.1.5. whether Badminton is the first choice of school;
7.1.6. date of registration.

7.2. These preference factors are not ranked, since the School is a boarding and day school, the question of whether the application is in respect of a boarding place or a day place will be taken into consideration. There may be a restriction on intake in one or both of these areas if the number of applications exceeds places available.

8. The Offer of a Place

8.1. Final decisions regarding entry are made at the discretion of the Headmistress.

8.2. Results are sent both by post and email. Letters offering places and any scholarships or bursaries are normally sent out approximately two weeks after the entrance examinations or assessment.

8.3. Parents are asked to accept the offer and pay the acceptance deposit, or alternatively decline the offer, within the deadline set out in the letter. Acceptance of a place is subject to the School’s terms and conditions, which will be provided with the offer, or are available at any time on request.

8.4. The School is not obliged to state its reasons for rejection of an applicant and does not give out specific marks or grades. Those who have applied for scholarships or bursaries are also informed of the outcome at this time.

8.5. The school does not give out past papers for any level of entry.
9. Pupils Returning to Badminton
   9.1. The procedure is set out in Appendix 1

10. Bursaries and Awards
   10.1. A range of means-tested bursaries and awards are available in cases where financial assistance is required. Bursary forms and further information about applications are available from the Admissions Department.

   10.2. A limited number of merit-based awards are available for girls normally on entry to Years 7, 9 and 12. Full details of awards and how to apply can be obtained from the Admissions Department. The exact terms and details are set out in the School’s Bursaries and Awards policy (Policy 2.11).

11. Complaints
   11.1. In the event that any parent has an issue of concern regarding these Admissions Procedures or the outcome of an application, they are referred to the School Complaints Procedure, available from the Headmistress.

12. Other
   12.1. Badminton School is committed to safeguarding and promoting the welfare of children. Badminton School welcomes applications from children from all backgrounds and does not discriminate on the grounds of race, colour, ethnic or national origins or disability. The school is aware of its responsibilities under the Equality Act 2010 and has a Disability Policy in place and seeks to conform to GSA guidelines.

   12.2. The Senior Management Team reviews this policy every two years. This Policy does not form part of the School’s contractual terms and conditions, which are made available to parents as part of the admissions process. A copy of the current edition of the standard terms and conditions is available on request.
Appendix 1

Returning Pupils

Procedure for pupil returning after a short absence – up to two years:

- Ask parents if current school are aware of their intention and ask them to notify current school we have been approached;
- Admissions on behalf of the Head to contact current school to say we have been approached;
- Ask for a report/reference for the time spent at another school;
- Parents to sign a new acceptance form;
- Take a copy of the current passport /birth certificate with certified photograph if no passport has been issued;
- Reactivate iSAMS record to show as returning pupil with returning date.

Two years plus absence or moving from Junior to Senior School or Senior School to Sixth Form

- Ask parents if current school are aware of their intention and ask them to notify current school we have been approached;
- Admissions on behalf of the Head to contact current school to say we have been approached;
- Register pupil;
- Assessments to be undertaken as per Admissions policy for the specific year group;
- Ask for a report/reference for the time spent at another school;
- Parents to sign a new acceptance form;
- Reactivate iSAMS record to show as returning pupil with returning date.

All parents should also complete a new medical form, a new guardian form if necessary and the current school contacted to ask if there are any files which need passing on.