



Birchfield Independent Girls School

SCHOOL ADMISSIONS POLICY

The following is the Birchfield Independent Girls School (BIGS) Admissions Policy.

All schools have admission criteria to decide which children can be allocated places. BIGS does not normally accept applications from pupils with SEND due to not having the appropriate resources and facilities. Parents with children who have SEND are advised to find a school / learning facility that better meets the needs of their child.

You can find out about Birchfield Independent Girls School by:

- Visiting the school – via appointment or attend an Open Day
- Looking at the school website, social media Facebook and Twitter page and prospectus
- Reading the school's most recent Ofsted Reports
- Checking school league tables, which include exam results
- Talking to other parents about what they think of the school

All new applicants are required to complete an application form.

An admission test fee of £20.00 should be made payable to the school office. Please note that the Admission fee is **non-refundable**.

Pupils will be given priority for admission to the school on the following guidelines:

- Academic performance
- Having a sister who is already at the school
- Waiting list order

Conditions for Admission:

- The minimum age for admission is 11 years.
- Pupils must sit an entrance examination in Mathematics, English and Islamic Studies.

- Applications should be submitted in writing using the school’s standard admissions form together with a copy of
 - valid passport **or** birth certificate and a passport photo,
 - For Year 7 admissions, last school report/ End of Year 6 report and SATs results
 - For all other year admissions, last school report and SATs
 - £20 admission test fee.
- Applicants must apply before or on the school open day in January for the next academic year. Late applications will delay your application and will be placed at the end of our waiting list.
- On the successful acceptance and confirmation of an applicant pupil; a fee of £100.00 will be required in advance, unless agreed otherwise. This fee will be **non-refundable**. If the pupil has caused intentional damage to school property, an additional charge will be made for this and if the parents withdraw the pupil with less than 4 weeks’ notice, they will still need to pay fees for that period which the pupil did not attend.
- Pupils with additional needs and SEN not known by the end of KS2 will be assessed, and if the school is able to meet their needs, the applicant will be offered a place once the test results come through as successful.
- Pupils that are not SEN but are below expected level at KS2 may be offered a place on the condition that she attends tuition sessions.
- Parents must conform to the school ICT and E-safety policy procedures. These have been placed in interest the safety of all our staff and pupils in and outside of school.

This document was produced February 2019 and is due to be reviewed February 2020.

Signed (Chair)..... Date.....

Print Name..... Date of next review.....

Head Teacher.....