



Haileybury Bhaluka

Student Admissions Policy

Policy date:	October 2022
Date of next review:	August 2023
Owner:	Admissions Manager
Management Oversight:	SLT
Intended audience:	Prospective Parents, All Staff

Location:

School Portal and Website

1. Introduction and Visits

- 1.1 Haileybury Bhaluka is an international boarding school for boys aged 11-18 years. The School has capacity for 1000 boarders. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable.
- 1.2 We usually hold a number of open events which give a general introduction to the School. Details are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the School's Admissions Department via admissions.bhaluka@haileybury.com.bd
- 1.3 If it is not possible to hold open events or arrange school visits because of circumstances beyond the School's control, we will on the alternative arrangements in place.
- 1.4 In this policy, "parents" includes parents and guardians.

2. Entry

- 2.1 Haileybury is an academically selective school. Selection is based on academic merit which is assessed through an admissions assessment, an interview at the School, references and other relevant information from the candidate's feeder school. Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the School.
- 2.2 There are three main points of entry to the School: Years 7-9, Year 10 (IGSE) and Year 12 (IB Diploma). Entry to other years is not available.

3. Boarding Provision

- 3.1 All students are members of the boarding community. Boys may be full boarders or weekly boarders during term time. Weekly boarders are members of the boarding community Sunday to Thursday, whereas full boarders may elect to go home on exeat weekends during term time. All boarders return home during holiday periods.
- 3.2 Boarders will share high quality accommodation with other students under the care of an experienced Housemaster and a team of boarding tutors. There is an onsite refectory, medical centre, with doctor and nurse, prayer room and laundry facilities.
- 3.3 All students are members of a House with extensive provision of events and activities.

4. Registration

- 4.1 The School's Registration Form is available on the School's website [here](#) or a copy can be requested from the Admissions Department via the contact details above.
- 4.2 Parents may register their child at any age and are requested to send a copy of the child's passport and a copy of their current school report if the child is two years or less away from entry. Applicants are required to pay a non-refundable registration fee of £100. Haileybury will continue to take applications for any given year group, for as long as places are available. The registration of a child as a prospective pupil does not secure a place at Haileybury but ensures a child will be considered for selection as a pupil to the School.

5. Assessment

- 5.1 The aim of the process is to identify potential. Haileybury is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the academic curriculum. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual. In assessing applications, a holistic judgement is made, and this policy will be applied fairly and consistently.
- 5.2 All candidates for entry must sit the School's admissions online assessment of verbal, non-verbal and quantitative reasoning skills, known as a Cognitive Abilities Test (CAT).
- 5.3 No specific preparation for our entrance tests is needed; all candidates start on an equal footing, with identical opportunities to display their academic aptitude. All candidates must attend an interview with a member of staff, and interviews are arranged on or near the day of the assessment. The School will also request a report and reference from the Headteacher of the candidate's current school.

Applicants for Sixth Form will sit a Mathematics paper consisting of two sections; the first tests core skills and understanding, and the second is more demanding and contains a greater problem solving element. Applicants will also sit an English language paper. This paper will contain two sections, the first of which will test reading and comprehension skills and the second will be based around a writing task.

International Applicants

- 5.4 Haileybury Bhaluka encourages international boarding pupils.
- 5.5 International applicants may be permitted to sit entrance papers at offices of the British Council (www.britishcouncil.org/exam) or at the offices of a recognised international agent working with the School. Please note that we do not permit our tests to be taken at home or administered in either lawyers' offices or the applicant's current school.
- 5.6 All international pupils are required to have an Educational Guardian over the age of 25 years old, resident in the UK who is prepared to be responsible for that pupil should an emergency situation occur and also to provide accommodation and care during Exeat weekends and holidays, as required. Haileybury's policy is that an Educational Guardian must be appointed throughout the duration of an international pupil's studies at Haileybury, including after that pupil reaches 18 years of age.

6. Applicants Requiring Visas

- 6.1 Haileybury Bhaluka will support parents in application for student visa, pertinent to their membership of the School. Parents must inform the School that an application has been submitted and ensure that the School is kept up to date on progress during the visa application process.

7. Fluency in English

- 7.1 In order to cope with the academic and social demands of Haileybury, pupils must have a suitable level of fluency in English.
- 7.2 In the event that an applicant's fluency is not of a sufficient standard to gain admission, an applicant may be invited to apply to [Haileybury's International Summer School](#). The School may make an offer of a place at Haileybury which is conditional on an applicant attending the Summer School.

8. Sibling Policy

- 8.1 While admission of siblings is not automatic, the School is sympathetic to parents who wish their children to attend the same school. Siblings are, however, subject to the same entry requirements as all other applicants.
- 8.2 Means tested sibling bursaries are available and if awarded they are applied to the lower sibling fee and only during school years when a family has more than one child attending Haileybury.

9. Equal Treatment

- 9.1 Haileybury is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, belief, disability, gender reassignment, sexual orientation or social background.

10. Religious Beliefs

- 10.1 Haileybury welcomes applications from prospective pupils of all faiths and of no faith.

11. Special Educational Needs

- 11.1 School welcomes pupils with disabilities and/or special educational needs, provided we can offer any support that is required and cater for any additional needs. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.
- 11.2 Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs or physical or mental disabilities to discuss their child's needs with the School before they sit the entrance exam so that we can make adequate provision for them. Parents should provide, with the Registration Form, a copy of an educational psychologist's report or a medical report if they have one. This is so that the School can assess their child's needs and consult with parents about any adjustments which can reasonably be made and so that the School can ensure, for example, that their child will be able to access the education offered and that we are able to ensure their health and safety, and the health and safety of others. Parents should also keep the School updated of any changes in a child's needs during the admissions process.
- 11.3 Where a prospective pupil is registered disabled, the School will discuss with parents (and their child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child if they become a pupil at the School, to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability.
- 11.4 There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we feel that a prospective pupil is not going to be able to access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the School.

12. School's Terms and Conditions

- 12.1 Acceptance of a place at Haileybury is subject to the School's Terms and Conditions. These are made available to parents as part of the admissions process.

13. Complaints

- 13.1 Please note that the School's Complaints Procedures apply to current parents and pupils only; they do not apply to prospective parents. If you wish to raise a concern regarding admissions, please write to the Admissions Manager in the first instance.

14. Records and Data

- 14.1 Applicants' details will be held on file in accordance with the School's [Privacy Notice](#) and its [Data Retention Policy](#). The School stores information on all students on its database (ISAMS). Upon application, students are given applicant status: at the point of admission, students will be full members of the school, acknowledged by a formal letter of admission (offer of a school place) from the Headmaster. The School does not publish entrance assessment results but will store CAT data for baseline purposes, such as subject setting and target setting.
- 14.2 The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose.

Version history		
Date	Reviewed by	Notes
October 2022	SOG	
August 2023		
October 2022	Admissions Department; Project Action Team	Policy written by SOG, based on Haileybury UK admissions policy