



Haileybury Bhaluka

Admissions Policy

HBB-POL-13 | Academic Year 2026–27

Policy reference	HBB-POL-13
Version	2026–27 v1.0
Policy date	October 2026
Date of next review	August 2027
Policy owner	Headmaster
Policy lead	Admissions Manager
Reviewed by	Leadership Team (LT)
Approved by	Board of Governors
Intended audience	Prospective parents and all staff
Location	Parent Portal and School website
Related policies	School Fees Policy (HBB-POL-14); Complaints and Appeals Policy (HBB-POL-12); Data Protection Policy (HBB-POL-09); Safeguarding and Child Protection Policy (HBB-POL-01); Terms and Conditions

1. Introduction and visits

- 1.1 Haileybury Bhaluka is an international boarding school for boys and girls aged 11–18, with capacity for 1,000 boarders. Choosing the right school for your child is very important, and we believe 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 Admissions Department at admissions.bhaluka@haileybury.com.bd.
- 1.3 If open events or school visits cannot take place because of circumstances beyond the School's control, we will let families know about alternative arrangements, such as virtual tours and online meetings.
- 1.4 In this policy, "parents" includes parents and guardians.

2. Entry

- 2.1 Haileybury Bhaluka is an academically selective school. Selection is based on academic merit, assessed through admissions assessments, an interview at the School, references and other relevant information from the candidate's current school. Our selection process is designed to identify pupils who will benefit from our balanced, well-rounded education and make a positive contribution to the life of the School.
- 2.2 There are three main points of entry: Years 7–9, Year 10 (IGCSE) and Year 12 (IB Diploma). Entry to other year groups is at the Headmaster's discretion, subject to places being available.

3. Boarding provision

- 3.1 All pupils are members of the boarding community. Pupils may be full boarders or weekly boarders during term time. Weekly boarders are in school from Sunday to Thursday. Full boarders may go home on exeat weekends during term time. All boarders go home during the holidays.
- 3.2 Boarders share high-quality accommodation with other pupils, in separate boys' and girls' Houses, under the care of an experienced Housemaster or Housemistress and a team of boarding staff. The campus has a dining hall, a Medical Centre with a doctor and nurses, a prayer room and laundry facilities.
- 3.3 All pupils are members of a House, with an extensive programme of events and activities.

4. Registration

- 4.1 The School's Registration Form is available on the School website or from the Admissions Department, using the contact details above.
- 4.2 Parents may register their child at any age. They are asked to send a copy of the child's passport and, if the child is two years or less from entry, a copy of their current school report. Applicants must pay a non-refundable registration fee, as set out in the current Fee Schedule. Haileybury Bhaluka takes applications for any year group for as long as places are available. Registering a child as a prospective pupil does not secure a place, but ensures that the child will be considered for selection.

5. Assessment

- 5.1 The aim of the process is to identify potential. Haileybury Bhaluka is looking for well-rounded pupils with a genuine interest in education in the broadest sense, and with interests that stretch beyond the academic curriculum. The School offers many extra-curricular activities, all of which are important in developing a well-balanced, confident individual. A holistic judgement is made on each application, and this policy is applied fairly and consistently.
- 5.2 All candidates must sit the School's online admissions assessment of verbal, non-verbal, quantitative and spatial reasoning, the Cognitive Abilities Test (CAT4).
- 5.3 No specific preparation is needed: all candidates start on an equal footing, with identical opportunities to show their academic aptitude. All candidates must attend an interview with a member of staff, arranged on or near the day of the assessment. The School will also request a report and reference from the Head of the candidate's current school.

Sixth Form (IB Diploma) entry

- 5.4 Applicants for the Sixth Form sit a Mathematics paper in two sections: the first tests core skills and understanding; the second is more demanding and contains a greater element of problem solving. Applicants also sit an English language paper in two sections: the first tests reading and comprehension; the second is a writing task.

6. Safeguarding information

- 6.1 Before a pupil joins, the School asks the previous school for any safeguarding or child protection information and for the child protection file where one exists, in line with *Keeping Children Safe in Education* (KCSIE 2026). Parents are asked to give the School any information relevant to their child's welfare, health or safety.

7. International applicants

- 7.1 Haileybury Bhaluka welcomes international boarding pupils.
- 7.2 International applicants may sit entrance assessments at British Council offices or at the offices of a recognised international agent working with the School. We do not permit our assessments to be taken at home, in lawyers' offices or at the applicant's current school.

- 7.3 All pupils whose parents live outside Bangladesh must have an Educational Guardian, aged over 25 and resident in Bangladesh, who is approved by the School. The Guardian must be prepared to take responsibility for the pupil in an emergency and to provide accommodation and care during exeat weekends and holidays, as required. An Educational Guardian must be appointed for the whole of the pupil's time at Haileybury Bhaluka, including after the pupil reaches 18.

8. Applicants requiring visas

- 8.1 Haileybury Bhaluka will support parents in applying for a student visa linked to their child's place at the School. Parents must tell the School when an application has been submitted and keep the School updated on progress throughout the visa application process.

9. Fluency in English

- 9.1 To cope with the academic and social demands of Haileybury Bhaluka, pupils must have a suitable level of fluency in English.
- 9.2 If an applicant's English is not yet of a sufficient standard for admission, the School may make an offer conditional on the applicant completing an English language preparation programme agreed with the School.

10. Siblings

- 10.1 Admission of siblings is not automatic, but the School is sympathetic to parents who wish their children to attend the same school. Siblings are subject to the same entry requirements as all other applicants.
- 10.2 Means-tested sibling bursaries are available. If awarded, they are applied to the younger sibling's fee, and only during school years when a family has more than one child at Haileybury Bhaluka.

11. Equal treatment

- 11.1 Haileybury Bhaluka is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, nationality, religion or belief, disability or social background.

12. Religious beliefs

- 12.1 Haileybury Bhaluka welcomes applications from prospective pupils of all faiths and of none.

13. Special educational needs and disabilities

- 13.1 The School welcomes pupils with disabilities and/or special educational needs, provided we can offer the support required and meet any additional needs. We aim to make sure that all our pupils, including those with disabilities and/or special educational needs, learn in a safe and inclusive environment.
- 13.2 We apply our admission criteria to all prospective pupils. Parents of children with special educational needs, or with physical or mental health conditions or disabilities, must discuss their child's needs with the School before the entrance assessment so that we can make adequate provision. Parents should send a copy of any educational psychologist's or medical report with the Registration Form. This allows the School to assess the child's needs, to consult parents about reasonable adjustments, and to make sure the child will be able to access the education offered and that their health and safety, and that of others, can be protected. Parents should also keep the School updated on any changes in their child's needs during the admissions process.
- 13.3 Where a prospective pupil has a disability, the School will discuss with parents (and, where appropriate, the child's medical advisers) the reasonable adjustments that could be made if the child joins the School, so that they are not put at a substantial disadvantage compared with pupils who do not have a disability.

- 13.4 In exceptional circumstances the School may not be able to offer a place for reasons relating to a child's disability. For example, this may happen if, despite reasonable adjustments, the School believes the pupil will not be able to access the education offered, or that their health and safety, or that of other pupils or staff, may be put at risk.

14. Terms and Conditions

- 14.1 Acceptance of a place at Haileybury Bhaluka is subject to the School's Terms and Conditions, which are given to parents during the admissions process.

15. Complaints

- 15.1 The School's Complaints and Appeals Policy applies to current parents and pupils only, not to prospective parents. If you wish to raise a concern about admissions, please write to the Admissions Manager in the first instance.

16. Records and data

- 16.1 Applicants' details are held in line with the School's Data Protection Policy, Privacy Notice and Data Retention Policy. The School stores information on all pupils on its database (iSAMS). On application, a child is given applicant status. On admission they become full members of the School, confirmed by a formal letter of admission (offer of a place) from the Headmaster. The School does not publish entrance assessment results, but stores CAT4 data for baseline purposes such as setting and target setting.
- 16.2 The School will not hold your or your child's personal data for longer than is necessary for a lawful purpose.

17. Review record

Summary of changes (October 2026 review)

Area	Change made
Title and dates	Retitled "Admissions Policy"; policy date October 2026 (the previous version was overdue for review, August 2023); next review August 2027.
Co-education	Now describes an international boarding school for boys and girls aged 11–18; "boys" wording updated throughout.
Educational Guardian	Guardian must now be resident in Bangladesh (previously "resident in the UK", carried over from the Haileybury UK policy) and must be approved by the School.
Errors corrected	"IGSE" corrected to IGCSE; unfinished sentence about open events completed; "Haileybury" changed to "Haileybury Bhaluka" where the sentence refers to this School.
Assessment	CAT updated to CAT4. Sixth Form (IB Diploma) entry assessments set out under their own heading.
Registration fee	£100 figure replaced with a reference to the current Fee Schedule, since fees are set in US dollars.
Safeguarding	Added that the School requests safeguarding and child protection information from the previous school before entry, in line with KCSIE 2026.
Language support	Reference to Haileybury's International Summer School replaced with a general English language preparation programme.

Version history

Date	Version	Reviewed by	Notes
October 2022	2022-23	SOG	Policy written by SOG, based on the Haileybury UK admissions policy (Admissions Department; Project Action Team)
August 2023	2023-24	–	Scheduled review
October 2026	2026–27 v1.0	Headmaster (SOG)	Full review: dates, statutory references, roles and consistent Haileybury Bhaluka policy format

Approved by the Board of Governors	
Signed (Chair of Governors)	
Date	