



# **BOLTON**

## **SCHOOL**

### **GIRLS' DIVISION**

## **Admissions Policy**

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## **Bolton School Senior Girls' Division Admissions Policy**

Bolton School Senior Girls' Division is an academically selective, independent day school, educating girls from Year 7 to Year 13.

This policy outlines the process for admissions into:

- Senior Girls' School – Years 7-11
- Sixth Form – Year 12-13
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All applicants to the Senior Girls' Division must submit an application form, which can be done by:

- Completing an online application (for entry into Year 7 only) via our website **[www.boltonschool.org](http://www.boltonschool.org)**; or
- Completing an application form that can be requested by contacting our Registrar, Mrs Helen Atkinson, by calling 01204 840201 or by emailing **[gdadmissions@boltonschool.org](mailto:gdadmissions@boltonschool.org)**

A completed application must be submitted along with a copy of the pupil's birth certificate or passport and there is a non-refundable application fee and this must be included with the application for it to be considered. **Pupils applying for a means-tested bursary must indicate this on the application form at the time of applying.**

The main points of entry into the Senior Girls' Division are Year 7 (11+) and Year 12 (Sixth Form). Admissions to other year groups is possible, however is subject to places being available. Entry to School is on a competitive basis: admission is subject to the availability of a place and to the pupil meeting the entry requirements at the time.

### **Transition from Junior to Senior School**

Pupils attending Hesketh House are not required to complete an application form and it is expected that all pupils will sit the Entrance Examination. Pupils will not gain automatic entry in to the Senior School and will need to successfully complete the admissions process. Parents of Hesketh House pupils will normally be advised in Year 5 and/or 6 if they are unlikely to pass the Entrance Examination.

### **Year 7 Admissions Process**

The Entrance Examination takes place in the January prior to the September admission and all those pupils whose parents/guardians have applied and paid the application fee will be invited to the Entrance Examination Day.

The School uses examination papers that are designed by GL Assessment. There are three GL Assessment examination papers that will assess English, Mathematics and Non-Verbal Reasoning skills. The exams are marked and standardised meaning that each pupil's score can be compared with those achieved by other pupils of the same age.

In order to ensure fairness and to protect the integrity of the system, results of assessments, including the Entrance Examination and the interview, are not discussed with parents/guardians or made public. Following the Entrance Examination Day, usually, all pupils are invited for an interview with a senior member of staff.

The admissions process is designed to gauge a pupils potential, rather than prior teaching.

A written report from a pupils' current school will be requested and for this reason it is important that parents who wish to make an application should first discuss this with their daughter's current Headteacher.

Following the interviews and in agreement with the Manchester Consortium of Schools, offers of places are posted at the end of February. Any offer of a place is accepted by return of a completed Acceptance Form by the stipulated date and accompanied by an Acceptance Deposit. Please note, by accepting a place you are entering into a contract with Bolton School, and should you then decide that your daughter is not joining us in September, you will be liable for Fees in Lieu of Notice for the Autumn Term.

Between 125 and 150 places are available for Year 7.

All parents/guardians of pupils who wish to take the Entrance Examination must complete an application form and return it by the Christmas break before the Entrance Examination in January.

Advice and help with the admissions process will be offered to prospective parents/guardians during our Open Morning held in early/mid October and at relevant Taster Mornings and at anytime throughout the process by contacting our Registrar, Mrs Helen Atkinson by calling 01204 840201 or by emailing [gdadmissions@boltonschool.org](mailto:gdadmissions@boltonschool.org)

### **Year 8-11 Admissions Process**

These procedures apply to pupils who have previously been unsuccessful in the admissions procedures for entry into Year 7 and to pupils who have not previously completed the admissions process. Pupils who have previously applied and completed the relevant admissions process, and who did not receive an offer, cannot reapply in the same academic year and must leave a minimum of 12 months before applying for reassessment. This means that pupils who have previously been unsuccessful in the School's Entrance Examination process are able to be reassessed in the following Summer Term.

Parents of pupils who are applying for mid-stream entry, will be required to complete a school application form which should be submitted along with a copy of the pupil's birth certificate or passport and a copy of the pupil's latest School Report. There is a non-refundable application fee and this must be included with the application for it to be considered. The number of places available will vary according to student numbers at the time and should a year group be full parents may be offered a place on a waiting list.

Pupils will be required to sit an online computer adaptive test which is designed to measure a pupil's current academic level against a national average and includes tests in vocabulary, mathematics, skills and accuracy. They will also be interviewed by the Head of School and/or Head of Girls' Division. A reference from the current School will be requested and for this reason it is important that parents/guardians who wish to make an application should discuss this with their daughter's current Headteacher.

Please note, that Bursaries and Scholarships are not normally available for entry into these years, although a Bursary may in very rare instances be awarded to a pupil who is of exceptional academic ability and whose family income meets the criteria (below), subject to the availability of funds and at the discretion of the Head.

## **Year 12 Admissions Process**

Assessments for pupils who do not already attend Bolton School usually take place in December or March prior to a September admission. Pupils who have indicated that they require financial support in the form of a bursary will be asked to provide additional information prior to being invited for assessment in School.

All pupils are asked to provide School Reports (including GCSE predication), record of achievement (if appropriate) and Mock Examination results when they attend the Entrance Assessment. Pupils considering Art or Technology must also bring in a portfolio. Offers will be based on an interview with a member of the School Management Team, an interview with at least two Heads of Department, the pupil's performance in an online test (designed to assess potential) and the school reference.

Any offers made at this stage will be provisional until the GCSE results are known. Entry for pupils who do not attend Bolton School into the Sixth Form is usually dependent upon them achieving **at least five passes at Grade 6 or above at GCSE or an equivalent qualification**. Pupils must have at least a Grade 4 in English, Mathematics and a Science (including part of a trilogy award). Pupils will normally be expected to have a **Grade 7-9 in a subject chosen for A Level** if they have taken that subject at GCSE.

Pupils from schools where GCSEs are not taken (including overseas schools) should have equivalent qualifications as defined and verified by NARIC and be able to demonstrate that they are working at a level comparable to the minimum academic requirement for entry into the Sixth Form. Equivalent qualifications will only be accepted, if the course content provides suitable preparation for A Level study, but students will only be permitted to start once qualifications have been verified in writing.

All parents/guardians of pupils who wish to apply for a place in the Sixth Form must complete an application form.

Advice and help with the admissions process will be offered to prospective parents/guardians during our Sixth Form Open Evening held at the beginning of November and at any time throughout the process by contacting our Registrar, Mrs Helen Atkinson by calling 01204 840201 or by emailing [\*\*gdmissions@boltonschool.org\*\*](mailto:gdmissions@boltonschool.org)

## **Access Arrangements**

Bolton School is an academically selective school to which entry is achieved through a competitive process. Parents of pupils with a SEND are asked to inform the school at the time of application by filing in the appropriate line of the application and by sending supporting documentation.

When requested by a parent/guardian any access arrangements will be discussed before any assessment including the Entrance Examination. They allow pupils with special educational needs, disabilities or temporary injuries to access the assessment and show what they can do without affecting the integrity of the assessment process. Access arrangements are the principal way in which the School complies with the duty under the Equality Act 2010 to make 'reasonable adjustments'.

Whether an adjustment will be considered reasonable will depend on a number of factors, which will include, but are not limited to:

- the needs of the applicant;
- the effectiveness of the adjustment;

- the cost of the adjustment; and
- the likely impact of the adjustment upon the applicant and the other applicants.
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The evidence of need required by the School will vary depending on the access arrangement(s) discussed. Each case will be considered on its own merit.

As an example of the evidence we will require to make reasonable adjustments whilst preserving the integrity of the assessment, a request for 25% extra time would only be granted where there is a current Local Authority Statement of Special Educational Needs; an Education Health and Care Plan or Primary School SEND support information. Information from the pupil's current educational setting will be required which details their normal way of working and the pupil's current education setting may be consulted directly about those needs.

### **Equal Opportunities**

In its dealings with pupils, Bolton School Girls' Division will have regard only to the merits, abilities and potential of the individuals concerned and not to their race, culture, ethnic origin, age\*, socio-economic background, disability\*\*, religious or political beliefs, family circumstances, sexual orientation or other irrelevant distinction.

*\* Subject to the School's regulations on pupil admission, which are reviewed from time to time to ensure they are appropriate for achieving the School's objectives and for avoiding unlawful discrimination.*

*\*\* Every reasonable effort will be made to ensure that children with a disability can participate fully.*

In accordance with the Equality Act 2010, the School will take appropriate measures when admitting pupils to ensure that those with protected characteristics, including disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation are fairly treated.

The term 'girl' is used to describe any pupil whose biological sex and the gender they were assigned at birth is female. If a girl attending the Girls' Division decides to transition and makes the School aware of this, support and guidance will be provided and the School will act in consultation with the trans child and their parents, with the welfare of the child and the smooth continuance of their studies placed uppermost. (Please note there remains a requirement to register a transgender pupil under their birth sex (unless they have a gender recognition certificate)).

### **Bursaries, Scholarships and Other Financial Support**

Bursary support is normally available only to pupils applying to join the Girls' Division at Year 7 and Year 12. Bursaries are awarded after consideration of *both* family income *and* a pupil's academic merit, as seen in the Entrance Examination, interview and in any further testing which is carried out.

Once the Head has made the decision on academic grounds that a pupil deserves to be in receipt of a bursary, then the Clerk and Treasurer's Office will assess the family income and decide how much that bursary should be worth. Bursaries are awarded up to 100%, the amount being dependent on family income.

Further information about the approximate financial thresholds for bursary allocation can be obtained from the Clerk and Treasurer's Office.

Those pupils who join the School in Year 7 on bursarial support continue to receive this financial aid until the end of Year 11 so long as they remain eligible on financial grounds and whilst their conduct and attitude to learning are appropriate (see below).

Those pupils who join the School in Year 12 on bursarial support continue to receive this financial aid until the end of Year 13 so long as they remain eligible on financial grounds and whilst their conduct and attitude to learning are appropriate (see below).

Bursary support may be available to Bolton School pupils moving from Year 11 into the Sixth Form after consideration of family income and a student's academic merit and commitment, as demonstrated in the previous years in School. These pupils will be required to sit an online computer adaptive test which forms part of the application process for bursary support.

It is expected that pupils who are in receipt of a bursary will be a positive example to other pupils in their year group and in the School, both through their academic example and their commitment to the curricular and extra-curricular life of the School. Bursaries may be withdrawn at the discretion of the Head or the Clerk & Treasurer, in the event of unsatisfactory work, conduct, failure to pay fees or supply accurate financial assessment information that is requested each year or failure to fulfil the terms of the Parent Contract. They may also be withdrawn if, in the view of the Head, a pupil is not playing a positive role in the life of school through engagement with her studies and in making an active contribution to the wider life of the community.

A small number of Scholarships are available each year. Scholarships are aimed at those pupils who perform most successfully in the Entrance Examination and at interview and who are able to demonstrate that they will make significant contribution to the academic and wider life of the School. These Scholarships are not means-tested and are awarded at the discretion of the Head when all the information from the Entrance procedure, including school references, has been considered. They are awarded until the end of Year 11 but may be removed if a pupil fails to be a positive example to other pupils in the year group, both through the academic example and commitment to the curricular and extra-curricular life of the school. Please note, that Scholarship awards are not full fee, rather they are of nominal financial value.

Temporary financial support may also be found for current students whose parents suffer hardship during their daughter's time at School. In such circumstances, families should contact the Clerk & Treasurer's Office.

In addition, a separate fund can be used for existing pupils to ensure that all children can take part in curricular school visits and come extra-curricular activities, regardless of means.

### **Overseas Students**

Pupils relocating from Non-UK schools may be asked to take an International English Language Test (IELTS) or equivalent to help gauge the level of support a pupil may require. An overseas fee may be applied to any pupil who does not hold a UK passport or UK citizenship, and further administrative procedures are required before the admissions process can be completed for overseas pupils.

### **Tours of the School**

There are opportunities to visit the School at various points of the School year in addition to the annual Open Morning (held on a Saturday in mid-October each year). Each year, Taster Mornings provide an opportunity for families to be guided around classrooms by members of our School whilst their

daughter experiences lessons in School. Parents and their daughters are encouraged to telephone Mrs Helen Atkinson, the Registrar, to arrange a mutually convenient time to be given a private tour of the School and its facilities.

### **Related Policies**

Other relevant policies include:

- Special Educational Needs Policy
- English as an Additional Language Policy

All other publicly available School policies can be found on our website.

### **School's Address**

Bolton School Girls' Division

Chorley New Road

Bolton, BL1 4PB

Telephone: 01204 840201

Proprietor: The Board of Governors (above address/telephone number)

Chair of Governors: Mr Ian Riley, c/o The Clerk to the Governors at the address above

Head of Foundation: Mr Philip Britton

Head of Girls' Division: Mrs Lynne Kyle

## **Appendix 1: Admissions administrative procedures for non-UK candidates**

All candidates are subject to the admissions procedures outlined in the Admissions policy; however, if a pupil is not from the UK they will need to be in the UK as an authorised dependant on their parents' visas or they will need to apply for a Child Student Visa in their own right through our Child Student sponsor licence.

Following a successful admissions process, which involves an admissions test (and a language capability test, as appropriate), a report from a student's current school and an interview (a Skype or equivalent if the admission process is conducted overseas) the School will issue a CAS number in compliance with UK Border guidelines. Admission into Sixth Form course will also require evidence of prior qualifications (either the certificate(s) of qualification; or the transcript of results; or a print out of the qualification or transcript results from the awarding body).

Before a CAS can be issued, Bolton School requires evidence of funding\* for the fees (parents also need to prove this as part of parental requirement for as part of points-based Child Student visa application), usually a photocopy of bank statement or fees paid up-front. In addition, the School requires, a signed copy of joining papers in response to the offer letter, a copy of the student's passport, a copy of the student's birth certificate and details of guardians as applicable.

Bolton School has a Sponsor Licence and makes all reasonable efforts to assist pupils and parents to comply with the UK Government's requirements for boys who wish to come to the UK to study but require a Visa (Child Student or Student). The School will generally issue a Child Student CAS (Confirmation of Acceptance for Study) and may issue a Student CAS in exceptional circumstances.

The responsibility for making a visa application to attend Bolton School rests with the parents. The School cannot assist with resolving visa related issues other than those under Child Student sponsor arrangements either for a current student or for a student who is proposed to be admitted. All parents who are not permanently resident in the UK must appoint a guardian\*\* in the UK to act with their full authority (a letter of consent is required as part of the Child student visa applications. Guardians should be provided by the student's own family. The guardian would normally be a nominated family member or 'connected' person.

*\*For applicants living during term-time with a private foster carer, or close relative, who is a British Citizen, or settled in the UK, there should be sufficient funds to pay the course fees for one academic year. Alternatively, the private foster carer (or close relative) must have funds of at least £570 per month for each month of the course up to the maximum of 9 months.*

*For applicants living with a parent or legal guardian who holds permission as a Parent of a Child Student, there should be sufficient funds to pay the outstanding course fees for one academic year, or up to £1,560 per month for each month of the course up to maximum of 9 months. If other children are accompanying the parent, £625 per month for each month of the course for each additional child, up to maximum of 9 months).*

*Accounts relied on must be in the name of the name of the Child Student's parent, or their legal guardian (either alone or as a joint account holder). If a close relative is caring for the Child Student, or a private foster care arrangement has been made which complies with the requirements, the account may be in the name of the applicant's close relative or private foster carer.*

*\*\*A private fostering arrangement needs to be put in place for guardians of students under 16 years of age (or under 18 if disabled), not living with parents or 'close' relative or 'connected' person with parental responsibility for over 28 days. A connected person is defined as a 'relative, friend or other person connected with a child'.*

*Bolton School will give notice to the relevant local authority and to ensure it has been contacted by a private foster parent (and social worker assigned for vetting procedures) six weeks before the arrangement by private foster parents.*

Guardians are expected to encourage and support the student, safeguarding and promote the student's welfare, including helping a student's understanding of British culture and the development of their understanding of the English language.

Guardians are to act in *loco parentis* and to take responsibility for the welfare of the student outside of school but also as a point of contact for discussion of matters concerning general welfare or academic progress of the student. Guardians are expected to meet the relevant HoY, HoS or Deputy Head when a student starts. They are expected to attend parents' meetings (and report back to parents abroad afterwards), and monitor the academic\* and social development of the students. Guardians also have parental responsibility deferred to them to provide medical details and provide general consent for activities and/or emergency medical treatment.

*\*where agency agreements are in place, parents may also nominate the agent as an additional person to oversee and support legal guardians with respect to academic progress. These are nominally known as 'educational guardians'*

Parents/Guardians are requested to adhere to the term dates when booking international flights. All **unauthorised** student absences must be reported to the UKVI, including students who arrive late at the beginning of term or leave early at the end of term. The UKVI/UK Border agency (and relevant Council Authorities where a private fostering arrangement exists) are informed if a student has finished their course and/ or leaves the School.

### **UKBA Visa Documentation**

When applying for a Child Student Visa the following documentation is required:

- a current passport or other valid travel documentation;
- proof that a student can support themselves (or be supported by a guardian) and the ability to pay school fees (and maintenance costs) - this will vary depending on circumstances;
- proof of parental or other legal guardian consent;
- further proof of your relationship between the applicant and parent or legal guardian;
- tuberculosis (TB) test results if a student is from a country where they have to take the test;
- documents will usually be sent back to parents/guardians within 14 days.

The School will take a photocopy of a student's updated passport and visa (BPR residence permit) before or on the first day of term, or the first day that a student arrives at the School. Details of visas/ passport numbers and CAS numbers are recorded. The School will also keep independent visa files on each international student, available for inspection by the UKBA.