



BIG CREATIVE
EDUCATION
APPRENTICESHIPS
TRAINING
ACADEMY

BIG CREATIVE TRAINING
UPLANDS HOUSE
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BCIS Admissions Policy

The aims of this policy are to identify and admit children who will benefit from an academic and vocational education and who will contribute to and benefit from the ethos and activities of the Big Creative Independent School Community.

BCIS is a co-educational independent school for up to 15 pupils aged between 14/16 years old (KS4) and in year 10 and 11. Pupils can join at any point in the academic year providing there is space. We expect our pupils to stay with us until the end of the academic year.

Equal treatment

We welcome children from all ethnic and racial groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our School Community and the rights and freedoms of others.

All candidates for admission will be treated equally, irrespective of their, or their parents' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status.

Disability and Special Educational Needs

BCIS aims to do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the school can cater for.

BCIS needs to be aware of any known disability or special educational need that may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided. Parents/carers of a child who has any disability or special educational needs should provide the school with written evidence prior to the admissions procedure, at registration, or subsequently before accepting the offer of a place.

BCIS needs this information so that, in the case of any child with particular needs, BCIS can assess those needs and consult with parents / carers about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child, and that BCIS can cater adequately for the pupil should an offer of a place be made.

For learners who have an EHCP (Educational Health Care Plan), a formal consultation will need to be made. Consultation documentation along with final EHCP and referral form will need to be sent directly to bctsenconsultations@bigcreative.education. BCIS will aim to respond to the formal consultation within a 15 working day period.

BCIS will do all that is reasonable to ensure that the information and application procedure is accessible for disabled candidates and will make such reasonable adjustments as necessary. For example, BCIS may be able to provide an examination paper in large font for a visually impaired pupil. Similarly, if special educational needs or a disability become apparent after admission, BCIS will consult with parent/carers about reasonable adjustments in order to allow the child to continue at BCIS.

The school has an Accessibility Plan which can be downloaded from our BCIS website. This policy can be made available in large print or other accessible format if required.





Entry into BCIS (children aged 14-16)

The following procedures are applied:

- Any families / carers or stakeholders who are interested in a young person attending BCIS will need to contact BCIS Course Manager via email: justin.bayley@bigcreative.education
- A tour of the school for the Family / Carer with the BCIS Course Manager will be arranged to discuss their young person, and further gauge young person's interest.
- Referral form sent to young person's current school (or Family / Carer if no previous school) for completion
- Completed form returned to BCIS together with relevant supporting information including:
 - Reports from professionals (EHCPs, Psych report, EPs etc)
 - Attendance certificate, Behaviour log, Risk assessment
- BCIS senior team (Manager, SENco, DSL) will assess suitability of candidate for BCIS looking at the following items: Interest, SEN, Risk, Aptitude, Academic ability, other barriers to learning
- Risk level will be explored by DSL and Manager and mitigations discussed
- If SEN is present, BCIS SENco carries out assessment including:
 - discussing candidate with previous schools SENco
- If candidate can be supported at BCIS based on received information, then course interview offered including face to face SENco assessment (as appropriate)
- Interview with parents/carers and pupil with the BCIS Course Manager to explore the candidate's interests, attitude to school, personal qualities and ability to contribute to the BCIS community. Also, the support available at home via professionals and any relevant connection with BCIS
- BCIS will be gauging the young person's ability to:
 - Show the capacity to engage with the learning
 - Interact productively with children of a similar age
 - Display a level of behavior deemed not to disrupt the education of the other pupils.

BCIS must feel reasonably sure that they will be able to educate and develop the prospective pupil to the best of their potential and in line with the general standards expected at BCIS.

BCIS will only be able to offer placement to children who have been registered properly.





Additional factors

We recognise that a candidate's performance may be affected by particular circumstances, eg:

- If they are unwell when taking tests or has had a lengthy absence from their school
- If there are particular Family / Carer circumstances such as a recent bereavement
- If there is a relevant educational history, for example education outside the British system
- If the applicant has a disability or specific learning difficulties
- If English is not the candidate's first language.

In any of these cases, we may request further information such as a medical certificate, educational psychologist's report or any Family / Carer history as we consider necessary to make a fair assessment.

Disclosures

Parents/carers and stakeholders must disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties as soon as possible.

Acceptance of an offer

The family / carer / stakeholder will be contacted via phone or email within 2 working days following the interview process. If learner is successful in their application, a letter of acceptance will be sent via families / carers preferred method of communication.

Unsuccessful candidates

A letter will be sent to inform unsuccessful candidates within 2 working days. BCIS does not operate an appeals system.

Last updated	Next review	Person responsible
July 2025	July 2027	JB



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