



# Academy *for* Collaborative Education *of* Brussels

## **ACE of BRUSSELS**

### **Admissions Policy**

**This policy applies to all pupils, including those in ACE START**

#### **1 Introduction**

1.1 The Board of Directors of ACE of BRUSSELS applies the regulations on admissions fairly and equally to all those who wish to attend this school.

#### **2 Aims and objectives**

2.1 We are an inclusive school that welcomes children from all backgrounds and abilities. An individual's race, religion and beliefs, cultural background, linguistic background, sexual orientation, gender and gender re-assignment, SEN or disability do not form part of the selection process in ACE of BRUSSELS.

2.2 All applications will be treated on merit and in a sensitive manner.

2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

2.4 Numbers of places available are determined by the available accommodation and the ability of the school to meet the needs of any particular child.

2.5 The level of ability of a child or any special needs that s/he may have play some part in the admissions policy of this school. We want children to be happy and motivated in our school. Children need to be able to cope within the mainstream environment of the school.

#### **3 How parents can apply for their child to be admitted to our school**

3.1 As our school is an independent school, the school determines its own admission arrangements. The Board of Directors is therefore the 'Admissions Authority' for our school. When the school accepts the child, this forms the basis of our contract. Parents can receive a copy of these regulations if they would like to do so without having to apply for a place.

3.2 Children can enter ACE START from the term they are 3 or the school at any after that. There is no fixed admissions date per year.

#### **4 Admission Appeals**

4.1 If we do not offer a child a place at this school it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

4.2 If parents wish to appeal against a decision to refuse entry they can do so by applying to the Board of Directors via the Principal. An appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to our school then we will accept this and continue to do all we can to provide the best education for all the children at our school.

#### **5 The standard number**

5.1 The standard number is the number of children the school can accommodate. We keep this number under review and the directors will change the number if circumstances allow.

#### **6 Review**

6.1 This policy will be reviewed annually in the light of any changed circumstances in our school.

Reviewed August 2025