



ADMISSIONS POLICY AND PROCEDURES

Introduction

This policy has been authorized by the Governors of Brambletye School Trust Limited who review the selection criteria and procedures regularly. Its status is advisory only. It is addressed to prospective parents and to all members of the School's staff. It is supervised by the Headmaster.

Aims

- To ensure compliance with the School's charitable purposes.
- To set selection criteria and procedures that are consistent with this charitable status and fair to all applicants.
- To ensure that the academic and other abilities of successful applicants appear to match the ethos and standards of the School, that their personal qualities suggest that they will benefit from the many opportunities that are offered here and that they have the potential to contribute successfully to the School community.

Equal Treatment

We welcome children from many different 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. We expect all of our pupils to attend our Chapel Services and School Assemblies which are fundamental to our Christian ethos.

Disability and Special Educational Needs

The School currently has limited facilities for the disabled. The School will, however, do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and Special Educational Needs and Disability Act 2001, in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately. The School needs to be aware of any known disability or special educational need which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the School. Parents of a child who has any disability or special educational needs should provide the School with full details prior to the admissions procedure, at registration, or subsequently before accepting the offer of a place.

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

The School 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. Similarly, if special education needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments in order to allow the child to continue at the School.

Accessibility

This policy can be made available in large print or other accessible format if required.

Admissions

Admission is usually through the Nursery or Reception and, except in unusual circumstances, a place in the Nursery or Reception guarantees a place in Year 1 and Year 2 of the Pre-Prep and on into the Prep School. New pupils entering the Nursery or Reception, are expected to continue their education through the Pre-Prep and on into the Prep School. Other entry points to the School are Year 3 and Year 4 in the Prep School, although pupils may be accepted in other year groups if places are available.

There may be a restriction on intake in any of these areas if numbers exceed places available. The School is non-selective and pupils are accepted on a 'first come, first served' basis until the maximum number of places in a class or year group is reached. A waiting list will then be initiated.

Prospective parents are encouraged to arrange a meeting with the Headmaster and Head of the Pre-Prep prior to completing the Registration Form in order to assess the suitability of the School for their child. This meeting will include a full tour of the School.

Prospective parents may then complete a Registration Form and pay a non-refundable Registration Fee.

All children registered for entry can request a 'Taster Day' before their proposed date of admission. The purpose of the day is to allow prospective parents, the child and the School to assess the suitability of the School to meet the needs of the child. The day involves a variety of activities, both academic and extra-curricular. The School should be notified of any learning difficulties, special educational needs or disabilities of the child so that the School can make reasonable adjustments to ensure the process is accessible to the child.

Parents of registered children will be contacted fifteen months before their child is due to enter the School and offered a place which will be confirmed on completion by the parents of an Acceptance Form and payment of the Acceptance Deposit.

All new pupils in the Prep School will be invited to a New Pupils' Day in the term preceding their start at Brambletye. New pupils to the Pre-Prep will be invited to spend a session with their prospective class the term before entry.

Parents expressing an interest in Brambletye, who have children currently attending another independent fee paying school, are asked to inform that school of their intention to leave and ensure that their contractual obligations have been met with that school.

Once the offer of a place has been accepted, the parents should note the provisions in relation to notice, cancellation and withdrawal, as set out in the School's terms and conditions.

PRE-PREP

Children who have been through the Nursery/Reception classes enter the Pre-Prep confidently, prepared for the learning that takes place in Year 1 and Year 2 and with a firm friendship group with which to progress through the school. Children may attend the Nursery for up to eight terms depending on when their birthday falls. A pupil can be accepted into the Nursery as soon as he/she has reached the age of two and half years. No child will be accepted before they reach the age of two and a half.

The maturity of children in the Nursery varies greatly and so each case will be reviewed individually in consultation with the parents when planning the recommended programme of attendance. Children gain more benefit from the Nursery experience if they attend on a frequent and regular basis. With this in mind, we recommend the following number of sessions as a minimum:

- a. In the first term pupils should attend a minimum of two sessions. It is preferable that these are initially on different days rather than full days unless the child has previously been in a full day care setting. During the succeeding terms the number of sessions should be built up in consultation with the staff and parents until the term before they enter Reception when they should attend some full days.
- b. Whilst we appreciate that some parents live too far from Brambletye to make it feasible to send their children for half day sessions in the early stages, we do expect that these children will enter our Nursery as soon as they are ready to attend for some full days.
- c. Children who attend the Nursery are guaranteed a place in the Pre-Prep unless, in very rare circumstances, and after consultation with the parents, it is considered that the education offered by the School is unsuitable for the child.

For entry into the Pre-Prep, priority is given to children who have been through our Nursery and whilst we offer places in Reception to children from other nurseries, parents who wish to defer entry until this stage should not consider their place guaranteed.

We are able to offer places in Year One and Year Two but such places will depend on the number of places available. Pupils will be added to the waiting list if places are not available at that time.

We are able to offer an education to suit both gifted and talented children and their less able peers. However, if a child is finding it difficult to access fully the School Curriculum in the Pre-Prep, the Headmaster will contact the parents to discuss what reasonable adjustments could be made to enable the child to move to the Prep School.

PREP SCHOOL

The usual entry points are Year 3 and Year 4, although pupils may be accepted in other year groups if places are available. If there are too many applicants for available places in the Prep School, children in the Pre-Prep will be given priority.

Prior to starting at Brambletye, a report from the previous school will be requested, along with any other relevant information.

Scholarships and Bursaries

The School offers a limited number of annual bursaries and scholarships to external candidates who can demonstrate financial need through means-testing. These are:

- a. Foundation Bursaries – two are made available per annum
- b. The Blencowe Talent Award – one available per annum

Parents will be required to provide detailed financial information and may be interviewed in relation to their application. The award of a bursary will be subject to annual review taking account of the parents' financial circumstances. The award of bursaries is entirely at the discretion of the Headmaster.

Details of access to Scholarships and Bursaries will be found in **The Policy for Scholarships, Bursaries and Fee Remission** document.

19 January 2012
Next review: January 2013