



# BROOKE PRIORY SCHOOL



## ADMISSIONS POLICY Including EYFS

### GENERAL INFORMATION

Brooke Priory School is a co-educational independent school for pupils from 2 to 11 years of age. The school has approximately 150 children on roll. Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Brooke Priory School. Rather than traditional Open Mornings, we offer a more personalised approach for families wishing to visit the school which provides a more focused opportunity for parents and children to see the school in action. Please contact the Admissions Manager on 01572 724778 or e-mail at [communications@brooke.rutland.sch.uk](mailto:communications@brooke.rutland.sch.uk) to arrange a visit.

### ADMISSIONS PROCESS

Brooke Priory School offers complete flexibility and children may enter the school at any age or time during the academic year, dependant upon a place being available. To apply for a place, we would strongly advise prospective parents and their children to make an appointment for a tour of the school with the Headmaster, who would be delighted to show you the school 'in action'. Should you wish to proceed with an application for your child(ren), please complete a registration form and return this to the Admissions Manager with a non-refundable registration fee of £50. Your child will be invited to attend a Taster Day/Session (dependant on age) which will include an informal assessment.

### ASSESSMENTS

For children aged 4 years and above, the informal assessment will focus on literacy and numeracy and a copy of the child's most recent school report will also be required. On or before the Taster Day, our Headmaster will also contact the child's previous school to have an informal discussion with the Headmaster. Following the Taster Day, the Headmaster will contact the parent (s) to provide verbal feedback and if successful, you will receive a written offer of a place for your child, subject to availability, normally within 24 hours of the Taster Day. Your child's place will be confirmed on receipt of your Acceptance Form, which should be signed and returned to the Admissions Manager with a refundable deposit of £250.

For children joining Nursery or Pre-School an additional £750 deposit is payable, which is credited to the child's termly fee invoice for the 1<sup>st</sup> term when the child does not receive Early Years Funding (usually Kindergarten, or the 1<sup>st</sup> term in Form I for those children with summer term birthdays).

Children joining our Nursery and Pre-School are expected to continue their education in our Pre-Prep, and progress to the Prep School. It is our hope that children will complete their time at Brooke Priory and progress to Form VI. However, if a child's progress gives cause for concern, the Key Person or Form Teacher and the Headmaster will share these concerns with the parents.

Parents must declare any particular known or suspected special circumstances relating to their child's health – such as allergies, disabilities, learning or behavioural difficulties, or reports e.g. educational psychologist report or Educational Health Care Plan (EHCP). Should these come to light following a Taster Day, or once a child has started at the school, the offer of a place may be withdrawn.

### EQUAL TREATMENT

Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Brooke Priory School is

committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background.

### **SPECIAL EDUCATIONAL NEEDS (SEN)**

We welcome pupils with special educational needs, statements or who have English as an additional language, providing that our Learning Support Department can offer them the support that they require. We welcome pupils with physical disabilities provided that our site can accommodate them. However, we strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the School so that the type of provision required can be assessed. We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the School.

### **CHILDREN FROM THE ARMED FORCES**

Brooke Priory recognises the needs and potential vulnerability of children with parent(s) serving in the Armed Forces or those children whose parents are veterans. Our Admissions Manager identifies this group of children during the admissions process. All deployments are shared with teaching and non-teaching staff. SEN documentation is tracked thoroughly to ensure smooth transition. Parents are invited into school to share their military journey and engage with the School community. We have access to 'Littletroopers', a charity providing resources and 'Reading Force', a shared reading initiative.

### **SIBLINGS**

Most siblings join us at Brooke Priory School. However, admission is not automatic, and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment.

### **BURSARIES**

The school offers a limited number of means tested awards annually to entrants at the usual points of entry, where parents have indicated that they require financial support. The level of support offered may vary according to parental need and/or fluctuations in income. Both parents are required to provide proof of their income and assets and all bursaries are subject to review. Details relating to any bursaries granted are fully confidential. For further information about awards and bursaries please contact the Headmaster or Bursar.

### **FLUENCY IN ENGLISH**

In order to cope with the academic and social demands of Brooke Priory School, we would prefer that pupils have some degree of fluency in English however this should not dissuade prospective parents from enquiring. We have a wide experience of accepting pupils from overseas and should this be deemed appropriate, then tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

### **RELIGIOUS BELIEFS**

Although Brooke Priory School has a strong Christian ethos, we do not select for entry on the basis of religious belief. We welcome families and children from all faiths and none to the school.

### **SCHOOL'S CONTRACTUAL TERMS & CONDITIONS**

Copies will be made available to parents as part of the admissions process.

### **ADAPTABLE PROTOCOLS IN RESPONSE TO COVID-19**

From time to time, and in response to any changes in the local/national picture relating to COVID-19, we may need to revise our general admissions protocols relating to the following:

### **'Getting to Know you Session' Parent and Child meeting with Teacher**

- Parents to sign statement to confirm that they and child are currently not displaying any COVID-19 symptoms.
- Parents to be sent site safety information regarding social distancing, hygiene.
- All visitors to follow all visitors protocols as above and to follow standard practice.
- Where possible the meetings will take place outside or in the meeting room if required.
- Social distancing will be in place with seating arrangements.
- All internal SD protocols will be observed.
- Tours of the building can take place with hand sanitisation and masks to be worn in the building. Tours to be scheduled during times with limited movement around school. Lessons to be observed from the doorway/or from designated space in the classroom with social distance set up.

### **New starter plus selected children and class teacher 'Getting to Know you Session'**

- All children will understand about social distancing following briefing.
- All parents of current children informed and consent given about process.
- Current children accompanied by a member of staff to the designated meeting area.
- Red triangle given to new teacher as a form of contact to bubble staff.
- Social distancing will be in place with seating arrangements.

### **Additional Aspect Settling in Day**

These sessions would be offered when a place is going to be offered, therefore the child will be part of the bubble.

- Parents to sign statement to confirm that they and child are currently not displaying any COVID-19 symptoms.
- A written reference will be required from the Headmaster and full reports from previous school.
- If deemed necessary, an agreed 1-month review period for both parties (Brooke Priory School and Parent/Guardian). At the agreed break point the contract can be terminated by either party. (Specifics will be detailed in accompanying Admissions paperwork).
- If there are issues that develop within the initial period, interventions of support will be put into place and any financial impact will need to be discussed and agreed going forward.
- Prior to acceptance, if a child has been identified as having Special Educational Needs at their previous school, all supporting documentation must be forwarded to Brooke Priory School SENCo. Discussions and agreements will also need to be made with regard to appropriate levels of support. (see also earlier Disclosures declaration).
- A phone call from the Headmaster, Duncan Flint with parent/guardian to agree process and establish needs and wants.

In response to the changing nature of this global pandemic, we will review our procedures as and when deemed necessary. Any changes will be updated via our Admissions Policy. All policy decisions made will have the safety and protection of our staff, pupil and parent community at its core.