



## **BROCKWOOD PARK SCHOOL & INWOODS SMALL SCHOOL**

### ADMISSIONS POLICY

Last Review Date	July 2017
Policy endorsed by	The Trustees & Co-Principals
Policy is maintained by	Recruitment Officer
ISI reference	A1, E10
Next review date	August 2018
Review body	Recruitment Officer, Co-Principals & Head Teacher

Brockwood Park and Inwoods Small School does not discriminate against any person on the basis of race, creed, colour, religion, sex or national or ethnic origin, or any non-disqualifying handicap.

#### **Legal Status:**

- Complies with Part 6, paragraph 24 (3)(b) of the Education (Independent School Standards) (England) (Amendment) Regulations 2013.
- Part 3 of the Children and Families Act 2014 and associated regulations including the Special Educational Needs and Disability Regulations 2014, relevant to the Code of Practice and relating to children and young people with special educational needs (SEN) and disabilities.

#### **Applies to:**

- the whole school including the Early Years Foundation Stage (EYFS), out of school care, and all other activities provided by the school, inclusive of those outside of the normal school hours;
- all staff (teaching and support staff), the proprietor and volunteers working in the school.

#### **Admission Policy**

##### **Brockwood Park School and Inwoods Small School**

All applications for admission to Brockwood and Inwoods require the completion of the Application Pack and payment of the Registration Fee (which is non-refundable).

At Inwoods and Brockwood we are registered to care for and educate children from the age of 4 to 19 years. To register, a parent completes the Registration Form (which requests details of the child and student's full name, date of birth, the name and address of every parent). The

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child or student will then be invited to attend a prospective week at Brockwood Park, or in the case of Inwoods, a minimum of one trial day. Following this the student or child will be either offered a place, declined a place, or placed on the waiting list for the desired entry date, and a letter to this effect is sent to the parents.

Prior to the child's attendance at Brockwood or Inwoods the parents or guardians must complete and sign the:

- *Application Pack which consist of an Application Form, a Medical Form and School Agreements*

This provides Brockwood and Inwoods with the following vital information, and informs the parents of the basic standards of behaviour and the attitude towards teaching and learning that the school expects and requires.

- Name, home address and date of birth of each child
- Starting date
- Name, address, telephone numbers and emails of parents or guardians
- Emergency telephone numbers of parents or guardians
- Special Diets
- Name, address and telephone number of the child's doctor
- Illness and inoculation details
- Details of any allergies
- Any special education needs or disabilities inclusive of specific learning difficulties
- Parental consent on emergency procedures
- Recent school reports where possible
- Copy of passport

Parents or guardians will also be asked to provide the school with any further information which they feel will enable us to take the best possible care of their children.

For more details please see the *Prospectus*, *website* and the *Application Pack*.

### **Admission Procedure for Brockwood**

- On receiving an enquiry whether by telephone or email from a person considering placing a student here, either arrange a time to visit and/or send out a prospectus pack and other information they request.
- On visiting the School, the visiting adults should be taken around the school and be given comprehensive information. Key personnel should speak with them.
- At the end of the visit the Application Pack is given to them if needed.
- Once the application has been received in full along with the application fee of £20, the decision is then made by the Recruitment Officer, who may choose to consult with a Co-Principal, as to whether a prospective week can be offered to the student.
- Those to undertake base-line assessments are to be informed so that these can be done (ie. If an SEN has been stated, the SENCO is advised in advance of the student attending a prospective week so that a meeting between the student and SENCO can be arranged).

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- Reports from previous schools, educational psychologists or other relevant experts are to be requested if necessary.
- On completion of all of the above, the School will decide whether or not to offer a place. If an offer is made, parents are required to sign the Parent Contract and pay the deposit.
- At this point then, the child's place is confirmed by the School.
- When a child has enrolled, the parents/guardians names should be added to the list to receive information on the school and invitation to events, along with parents already enrolled.

A place will be offered based on availability and in accordance with the *Code of Practice for Schools, Disability Discrimination Act 1995 Part 4*. The school will follow their legal responsibilities under the Equality Act 2010 (for example, the provisions on reasonable adjustments).

### The Prospective Week for a Brockwood Student:

- To enable the applicant to get first-hand experience of what the school is like.
- To decide whether or not this is really the right place for them.
- To allow us to get to know the applicant in order to see whether we feel we can offer them a place in the school.
- This is held while the school is in progress.
- A daily programme is arranged for the applicant which includes a variety of classes and outdoor activities based on the information provided in their application.
- This is arranged in those term weeks in which the school is in session.
- The applicant is invited to suggest a suitable time for their prospective week.
- We then offer an option of dates around their suitability and confirm the prospective week with a formal letter of invitation.
- The cost of the week is £150 to be paid on arrival.

### The end of the prospective week:

- One of the Co-Principals will meet with the prospective student to discuss how the week went and whether they still want to pursue their application.
- After the prospective student has returned home, staff, Mature Students and students meet to give their impressions of the prospective student to the Co-Principals.
- The Co-Principals make a decision based on all the information they have.
- The decision is conveyed to the student and parents by letter and email.
- We now have a practice wherein all prospective students are informed of our decision at the latest at the end of the term in which they stayed.

### If an offer is made

- We require a formal acceptance of the offer in writing.
- Once we have received the acceptance, we request a deposit within six weeks to secure their place at the school.

The School also has in place a procedure for applicants who are unable to attend a prospective week. For instance, families either living in countries where tourist visas are hard

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to obtain or if the student currently attends a sister school in India or the USA. In these cases, a skype or phone interview maybe arranged.

### **Admission Procedure for Inwoods**

- Registration Form is received alongside the payment of Registration Fee of £25 and trial day fee at £30 per day.
- The child will be invited to attend a trial day(s) in the appropriate classroom wearing the appropriate clothing and bringing a vegetarian healthy packed lunch if needed.
- Registration form which includes medical and dietary information is shared in advance with all staff and cook.
- At the end of the trial day, the staff meet to discuss how the day went and either a further trial day is requested if they are at all unsure or there may or may not be an offer of a place.
- Contact may be made with previous school if appropriate.
- If the place is offered and is accepted, the Enrolment form is issued.
- Accounts are notified to release an invoice for the following term fee's alongside the deposit.
- If it is a September start, Inwoods School holds an Induction day on the Friday before they join at the school. This day is mostly an information sharing day and also for the children to begin to become familiar with their new surroundings and for all new parents to meet each other and two current parent representatives.
- A 'New Parents Pack' is issued with all necessary background information.
- Dietary/Medical/Publicity/contact details are all dispersed in appropriate places, including filed in locked cabinet and put onto shared Gdrive by administrator.

### The Trial Day for Inwoods Students

The trial day for an Inwoods student is arranged by the recruitment assistant and in communication with the Head Teacher. The trial days aim to:

- Offer a welcoming and safe environment for the child to get to know the teachers and children of the group they are likely to join.
- Help teachers assess the abilities and behaviour of the child to ensure that s/he will join the correct vertical group should enrolment proceed.
- Establish if there are any concerns or issues that need to be addressed with the parents before enrolment is finalised.
- Ensure that the setting at Inwoods can meet the needs of the child long-term.

### Following a Trial Day at Inwoods

Our aim is to ensure that there has been adequate communication between parents, teachers and the child in the process of an enrolment decision. Communication will include the following steps:

- Feedback from the teachers to the Head Teacher regarding the child's trial day.
- Feedback from the Head Teacher to the parent(s) regarding the trial day, including a conversation to raise any questions or concerns that the parent(s) or Head Teacher might have.

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- A meeting with all staff to discuss the child application in full, and make a decision on enrolment.
- An email from the recruitment officer to announce the decision.

### **Priority for Admission at Inwoods**

In the event that requests outweigh places available at Inwoods, our priorities for admissions will be:

- Children already attending Inwoods part-time to attend more days.
- Children of Brockwood Park staff.
- Siblings of children attending Inwoods.
- Prospective children who would like to attend full-time.
- Prospective children who's application is dated next in line.

### **Special Educational Needs**

Where a child who has an Education, Health and Care (EHC) Plan joins Brockwood or Inwoods, we will always consult with parents and, where appropriate, the Local Authority to ensure that the required curriculum is provided for as set out in the Statement. We will also co-operate with the Local Authority to ensure that relevant reviews, including the annual review, are carried out as required by regulation and best practice. The school will make reasonable adjustments to meet the needs of children with a statement of special educational needs. Any additional services that are needed to meet the requirements of the Statement or additional services such as dyslexic tuition will be subject to charge. This will be either directly to the parents, or the Local Authority if they are responsible for the fees. Inwoods has a policy for children with *Special Educational Needs and Disabilities* (SEND).

### **English as an Additional Language**

Our school will make provision for children who have English as an additional language, (EAL). We do not regard children as having a 'learning difficulty' solely because the 'language or medium of communication of the home is different from the language in which he or she is or will be taught' (Education Act 1996, Section 312(1), (2) and (3)). However, students for whom English is an additional language (EAL) will be provided with appropriate support. They will be assessed to gauge the support that may be needed in order to ensure equal access to the curriculum along with all other aspects of life at Brockwood and Inwoods.