

ADMISSIONS POLICY

Last Review Date	August 2021
Policy endorsed by	The Trustees & Principal
Policy is maintained by	Admissions & Recruitment Coordinator
ISI Regulatory Paragraph Number	15 and 389 Part 3, 15
Next review date	August 2022
Review body	Admissions & Recruitment Coordinator & Principal

Brockwood Park and Inwoods Small School do 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 32 (3)(a) of the Education (Independent School Standards) (England) (Amendment) Regulations 2014.
- 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 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 Brockwood and Inwoods we are registered to care for and educate children from the age of 4 to 20 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 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

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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 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.

For Brockwood Park School and for Inwoods Small School, there is an online admissions portal accessed via the Admission tab on the relevant website. For both, the following information is requested:

- Name, home address and date of birth of each child
- Requested enrolment date
- Name, address, telephone numbers and emails of parents and/or guardians
- Emergency telephone numbers of parents and/or guardians
- Any complex medical needs
- Any special education needs or disabilities inclusive of specific learning difficulties
- 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 they are referred to our website to complete the online portal
- Once the application has been received in full along with the application fee of £20, the decision is then made by the Admissions & Recruitment Coordinator, who may choose to consult with the Principal, as to whether a video interview can be offered to the student
- Those to undertake base-line assessments are to be informed so that these can be done (ie. If a SEN has been stated, the SENCO is advised in advance of the student attending an interview so that the SEN report can be reviewed and potentially a telephone call or online meeting between the family and SENCO can be arranged)
- Reports from previous schools, educational psychologists or other relevant experts are to be requested if necessary

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- Once the initial video interview has taken place, a second online meeting will be arranged with a Teacher and 2 Brockwood Park students to meet on a more informal basis and gather more information on the student's interests and reasons for applying to the school
- On completion of all of the above, the School will decide whether or not to offer a place. If an offer is made and parents accept the place, parents are required to sign the Acceptance Form (also referred to as the Fees Terms and Conditions Form) and are requested to pay the deposit of £1300 within 6 weeks during the autumn and spring term and before 1st August in the summer term
- 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).

Online Interview

During the interview the student will be asked the following questions (in addition to any other questions that arise):

- What is their interest in Brockwood Park?
- Where they heard about the School?
- What is their current education?
- What would they like to study at Brockwood Park?
- Have they read the School Agreements and will they be willing to adhere to them?

Admission Procedure for Inwoods

- An on-line application form is completed alongside the payment of a application fee of £35 and trial day fee at £35 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.
- Prior to the trial day a Medical History and Permissions Form will be completed by the parents, which includes medical and dietary information. This is shared in advance with all staff.
- 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(s) if appropriate.
- If the place is offered and is accepted, the Fee Form is issued.
- Accounts are notified to release an invoice for the following term fees alongside the deposit.
- If it is a September start, Inwoods School holds a transition day towards the end of the summer term. This day is mostly an information sharing day and also for the children

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to begin to become familiar with their new surroundings and for all new parents to meet each other.

- A Parent / Child Handbook is issued with all necessary background information and the parents are asked to complete a Publicity Consent Form.
- Dietary/Medical/Publicity/Contact details are all dispersed in appropriate places, including filed in locked cabinet.

The Trial Day for Inwoods Students

The trial day for an Inwoods student is arranged by the Inwoods Coordinator and in communication with the Principal. 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 Inwoods Coordinator regarding the child's trial day.
- Feedback from the Coordinator to the parent(s) regarding the trial day, including a conversation to raise any questions or concerns that the parent(s) or Coordinator might have.
- A meeting with all staff to discuss the child application in full, and make a decision on enrolment.
- An email from the Coordinator 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 of Brockwood Park staff.
- Siblings of children attending Inwoods.
- Prospective children whose application is dated next in line.

Specific 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 SEN. 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

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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.