

BROCKWOOD PARK SCHOOL & INWOODS SMALL SCHOOL

ADMISSIONS POLICY

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1. Introduction

Brockwood Park School

Brockwood Park School is a unique international co-educational independent school that offers a holistic and personalised education for teenagers aged 14 to 19. The school is fully boarding, and each year, we welcome between 60 and 70 students from more than 20 different countries.

Selecting the right school for a child is a very important decision, and we feel that a personal visit is highly valuable. For this reason, we usually hold two Open Day events each academic year that provide a good introduction to the school. These events allow prospective parents and students to visit the school, explore the school grounds, accommodations and facilities, and interact with our staff and students, gaining a better understanding of how we can support their child's education if they decide to apply. In addition to this, we also hold three online Q&A sessions throughout the year for interested parents. Details of our events are published on our website, and parents can sign up at any time either directly through the website or by contacting us via email or phone.

We are also happy to welcome prospective parents and their children at other times. For such visits, parents can contact the school via phone or email to arrange appointments. The information on how to do this is also available on our website. If it is not possible to hold open day events or arrange school visits due to circumstances beyond the school's control, then the school will publish alternative arrangements on its website.

Inwoods Small School

Inwoods Small School is an independent day school for primary-aged children from Reception to 11 years old. At Inwoods, we aim to provide an education that concerns the development of the whole child. Learning is individualised and encourages the children to be sensitive and willing to question the world around them.

Like Brockwood we also hold open day events four times a year to allow prospective families to visit the school. We feel it is important that Inwoods is the right fit for both the family and the school and so we do all we can to give families a good insight into the school before they apply. We are also happy to welcome prospective parents and their children at other times. For such visits, parents can contact the school via phone or email to arrange appointments. The information on how to do this is also available on our website.

This policy sets out the admissions process for student applicants at both Brockwood Park School (co-educational and international independent boarding school) and Inwoods Small School (local day school).

1.1. Legal Status

This policy was designed with due regard to:

- Part 6, paragraph 32 (3)(a) of the *Education (Independent School Standards) (England) (Amendment) Regulations 2019*.
- Part 3 of the *Children and Families Act 2014*.
- Associated regulations including the *Special Educational Needs and Disability Regulations 2014*, relevant to the Code of Practice for Schools, *Disability Discrimination Act 1995* Part 4 relating to children and young people with special educational needs (SEN) and disabilities.
- *Equality Act 2010* (for example, the provisions on reasonable adjustments).

1.2. Scope

The policy applies to:

- The whole school, both Brockwood Park School and Inwoods Small School, out of school care, and all other activities provided by the schools, inclusive of those outside of the normal school hours.
- All staff (teaching and support staff), the Trustees and volunteers working in the schools.

1.3. Equal Opportunities Statement

At Brockwood Park School and Inwoods Small School, we encourage applications from candidates with a wide range of backgrounds. We are mindful of our obligations under the *Equality Act 2010* throughout the admissions process. We feel that diversity is important in our community and is essential in preparing our students for today's world. Generous bursaries are offered to make it possible for as many students in need as possible to attend the schools. Please see below for more information on our bursary provision, and refer to our *Bursary Policy* for additional details.

Both schools are committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation, or social background.

1.4. Special Educational Needs

Both Brockwood Park School and Inwoods Small School welcome students with special educational needs and/or disabilities (SEND), provided we can offer the necessary support (within reasonable adjustments), address any additional needs, and ensure our facilities can accommodate them. We aim to ensure that all our students, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

There may be circumstances in which we are not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, where, despite reasonable adjustments:

- We feel a prospective student needs closer supervision or more advanced levels of support (e.g., 1-to-1 supervision or support) than what the school can reasonably offer to meet their needs.
- We feel a prospective student is not going to be able to meaningfully access the education offered.
- The prospective student's health and safety, or those of other students or staff may be put at risk.

2. The Admissions Process

2.1. Applications - Brockwood Park School and Inwoods Small School

All applications for admission to Brockwood and Inwoods require the completion of the online student application forms, which are accessed via a link on the school's website, and payment of the non-refundable application fee. The application form requests the following information:

- Student applicant's name, home address and date of birth;
- Requested enrolment date;
- Name, address, telephone numbers and emails of parent(s)/legal guardian(s) and/or UK guardian(s);
- Emergency telephone numbers of parent(s)/legal guardian(s) and/or UK guardian(s);
- Guardian and living arrangements for our international students (if applicable);
- Any medical needs;
- Any special educational needs or disabilities (SEND), inclusive of specific learning difficulties (SLN);
- Any specific mental health needs or history; reports from Educational Psychologists or other relevant experts will be requested if necessary;
- Recent school reports (where applicable) to help evaluate academic but also behavioural patterns in the students recent academic history;
- Copies of ID documents for student applicant – birth certificate, current valid passport; (Brockwood)
- Copies of ID documents for parent(s)/legal guardian(s) – current valid passport; (Brockwood)

- A photo of the student applicant; (Brockwood)
- Student Bio, Student Statement of Intent, and Parent Interest; (Brockwood)
- Any further information which they feel is relevant to the application.

As part of the application process for Brockwood the student applicant and parent(s)/legal guardian(s) will also be asked to read and sign the **School Agreements** (as included in our *Behaviour of Students Policy* and *Student Handbook*) before signing the application. The School Agreements inform the parent(s)/legal guardian(s) of the basic standards of behaviour and the attitude towards teaching and learning that the school expects and requires.

If special educational needs and disability (SEND) have been disclosed, in an application for Brockwood and Inwoods, then the parent(s)/legal guardian(s) will be asked to submit assessments/reports alongside their application form, if they have not done so already, which the Special Educational Needs Coordinators (SENCO) will review. As part of the admissions process, in the majority of cases, the SEN team also speaks with the family to find out the level and type of support needed. Based on this information, a decision will be made by the SENCO, in conjunction with the school leadership team at Brockwood and Inwoods, as to whether the schools are able to meet the student's needs and whether the application can be continued.

Where a child who has an Education, Health and Care Plan (EHCP) applies to Brockwood, or Inwoods, we will always consult with parent(s)/legal guardian(s) and the Local Authority, to ensure that the required curriculum is provided for as set out in the plan. We will also cooperate with the Local Authority to ensure that relevant reviews, including the Annual Review, are carried out as required by regulation and best practice. The schools will make reasonable adjustments to meet the needs of students with a statement of SEND. Any additional services that are needed to meet the requirements of the plan or additional services, such as dyslexic tuition, will be subject to charge either directly to the parent(s)/legal guardian(s), or the Local Authority if they are responsible for the fees. For more details on this please refer to the *Brockwood and Inwoods SEND Policies*.

Sometimes, the situation of students with disabilities and/or special educational needs might change between an offer of a place being made and the student starting at the schools. The schools require parents to be proactive in updating if any significant changes have taken place meanwhile, and if the information provided during the application process is out of date or incomplete. In the majority of cases, this will not affect a student's place at the schools. However the schools may, in exceptional circumstances, need to reconsider the offer of a place if a student's circumstances change significantly. It is in the student's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming in their communications with both schools about any material change to their child's circumstances.

Applications for entry in September of the following academic year are being accepted and processed throughout the previous academic year until May/June. However we strongly encourage applications to be submitted between September and March/April. Late

applications over the summer will be acknowledged, but may not be able to be reviewed and processed and the applicant might be asked to reapply for the following year. However, in case of doubt, we encourage interested families to send in their applications at any time even where there is a low likelihood of admission.

2.2. Selection and Interviews - Brockwood Park School

Once an application is complete, and in order for it to be reviewed, the family must provide consent for a confidential reference to be requested from the current school to gain a clear picture of the student applicant's needs.

If the decision is made to proceed with the application, the student applicant and their parent(s)/legal guardian(s) will be invited to attend an initial online interview with a member of the School Management Committee, to discuss the student applicant's application to Brockwood and the information submitted on their application form.

During the interview the student will be asked questions, in addition to any other that arise, such as:

- The reasons why they wish to come and study at Brockwood, what they would like to study and how long for.
- Where they heard about the school.
- What their current education is like.
- Whether they have read the School Agreements and are willing to adhere to them, including the vegetarian diet and mobile/device policy.

Where applicable, they will also be informed of the necessity for a T4 Child Student/Student visa and the costs involved.

Depending on the outcome of the first interview, a second online meeting will be arranged with a staff member and two current Brockwood students to meet with the student applicant and gather more information on their interests and their reasons for applying to the school. This is an opportunity for the student applicant to ask questions of the current students about their life at Brockwood and the different study programmes they have chosen. Based on the student applicant's application and the feedback from both interviews, the school will decide whether to offer a place. The parent(s)/legal guardian(s) and the student applicant will be informed accordingly.

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

Please note that the school gives preference to those applicants aged 14-17 at enrolment. New applicants aged 18 or 19 will only be admitted in exceptional cases.

2.3. Enrolment - Brockwood Park School

All student applicants who do not hold a British passport must apply for a T4 Child Student or Student visa from UK Visas & Immigration (UKVI) in order to be able to study at Brockwood Park. While the Recruitment Coordinator supports the parent(s)/legal guardian(s) in collating all the information needed to complete the visa application, the responsibility for completing the visa application form lies with the student applicant's parent(s)/legal guardian(s). The school cannot be held responsible for any visa refusals resulting from the parent(s)/legal guardian(s) completing the visa application form incorrectly, or failing to provide the supporting documents requested by UKVI. Any parent(s)/legal guardian(s) who are not confident in completing the visa application themselves should seek the assistance of a visa agency; Brockwood Park cannot provide this service.

Prior to the student applicant's enrolment at Brockwood, the parent(s)/legal guardian(s) must complete and sign the following:

- Parental Consent form, which includes holiday arrangements
- Medical form
- Infirmary form
- Self-medication form
- Permissions form
- Ethnic Backgrounds Record form
- Data Protection Consent form

2.4. Fees & Bursaries - Brockwood Park School

If an offer of a place is made and the parent(s)/legal guardian(s) accept the place, they will be asked to sign the Fees Terms & Conditions, including the Fee Acceptance Form, and pay the deposit of £1,300 within 2 weeks during the Autumn and Spring terms, and within 1 week in the Summer term. This confirms the student's place at the school.

For all new international students, the fees for the first year must be paid in full before starting the visa application, so that the financial requirements of the visa are met. For all new UK, EU/EEA & Swiss students, the parent(s)/legal guardian(s) can opt to pay the fees either in one payment, or in instalments. For more information on school fees please see the fees section of the school website and/or the detailed *Fees Terms & Conditions* document, a copy of which can be requested from the Recruitment Coordinator.

To apply for a bursary, the parent(s)/legal guardian(s) are asked to mention this to the Recruitment Coordinator before the application process starts, so that they can complete an initial bursary form, which gives the school an indication of their current financial circumstances, the amount of bursary needed, and whether the school has available funds to offer the bursary before progressing with the admission procedure. Bursary Packs can only be

sent out to students who have already been offered a place. For more information on bursaries please see the school's separate *Bursary Policy*, a copy of which can be viewed on the school's website or can be requested from the Recruitment Coordinator.

For families with 2 or more children enrolled at our school, a 15% sibling discount will be offered. This discount applies to the tuition fees of the younger sibling(s) when one or more siblings are currently attending the school. By offering a sibling discount, we aim to alleviate the financial burden, making it more feasible for families to enrol and support multiple children at our school. However, admission for siblings is not guaranteed, as there may be instances where the School determines that a sibling may thrive better in a different academic environment. The sibling discount will remain in effect as long as multiple siblings are concurrently attending the school.

Any applicant for a place at the school, including those who apply for bursary support and overseas applicants, may at the discretion of the school be required to provide additional financial information and/or undergo checks to confirm that they are able to pay the school's fees (or any percentage of the fees still payable if a bursary or scholarship is granted).

2.5. Selection and Interviews - Inwoods Small School

There is a clear application process to ensure that Inwoods is the right school both for the family applying and the Inwoods community. The process is as follows:

- Completion of an application form through an online portal accessed through the school website.
- If possible and appropriate for the age of the child, after we receive the application, contact will be made with any previous school(s) / nursery setting. The feedback we gain from these settings will help us to assess the needs of the child applying.
- The application and additional documentation is reviewed and if the Inwoods Coordinator and teachers feel they are happy to proceed, the child will be invited to a trial day.
- Prior to the trial day, a Medical History and Permissions Form will be completed through the on-line portal by the parents, which includes medical and dietary information and this is shared in advance with all staff.
- The trial day for an Inwoods child is arranged by the Inwoods Coordinator and 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, as well as ensure that the setting at Inwoods can meet the behavioural needs of the child long-term.

- Establish if there are any concerns or issues that need to be addressed with the parents before enrolment is finalised.
- To allow the family an opportunity to experience the education on offer at Inwoods.
- 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.

Our aim is to ensure that there has been adequate communication between parents, teachers and the child in the process of an enrolment decision to ensure that the right decision is reached. The final decision concerning the enrolment is then communicated both verbally and in writing.

2.6. Enrolment and Fees & Bursaries - Inwoods Small School

Enrolment

If the place is offered and is accepted, the Fee Form and an invoice for deposit are issued.

A Parent / Child Handbook is issued with all necessary background information and the parents are asked to complete a Publicity Consent Form, which is the final stage in the application process.

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

Fees & Bursaries

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However, admission for siblings is not guaranteed, as there may be instances where the School determines that a sibling may thrive better in a different academic environment. The sibling discount will remain in effect as long as multiple siblings are concurrently attending the school.

Any applicant for a place at the school, including those who apply for bursary support and overseas applicants, may at the discretion of the school be required to provide additional financial information and/or undergo checks to confirm that they are able to pay the school's fees (or any percentage of the fees still payable if a bursary or scholarship is granted).

2.7. 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.

3. English as an Additional Language - Inwoods Small School and Brockwood Park School

Both Brockwood Park School and Inwoods Small School will make provisions for student applicants who have English as an additional language (EAL). We do not regard such students 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, EAL students 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.

4. Complaints

Both school's Complaints Procedure for Parents are available on each school's website and can be sent to prospective parents upon request. Please note that the Complaints Procedure is not applicable to prospective parents.

5. Records and Review

Applicants' details will be retained in compliance with data protection legislation. For more information on how the school collects, uses, and processes personal data, please refer to the school's *Data Protection Policy*.

The schools will not retain personal data for parent(s)/legal guardian(s) or the student applicant longer than necessary for a lawful purpose. However, personal data may be kept for longer if, for example, parents express interest in reapplying at a later date or if there are ongoing matters or queries related to the application.