

ADMISSIONS POLICY

BROCKWOOD PARK SCHOOL

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1 Introduction

Brockwood Park School is a unique international co-educational independent school that offers a holistic and personalised education for students 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.

1.1 Legal status

This policy was designed with due regard to:

- Part 6, paragraph 32(3)(a) of the Schedule to the *Education (Independent School Standards) Regulations 2014* (as amended).
- Part 3 of the *Children and Families Act 2014*.
- *The Special Educational Needs and Disability Regulations 2014* and the *SEND Code of Practice: 0 to 25 years (2015)*.
- *Equality Act 2010* (for example, the provisions on reasonable adjustments).
- *Keeping Children Safe in Education 2026*.
- *The National Minimum Standards for Boarding Schools (May 2026)*.

1.2 Equal Opportunities statement

At Brockwood Park 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 school. Please see below for more information on our bursary provision, and refer to our *Bursary Policy* for additional details.

Brockwood Park School is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation, or social background.

1.3 Special Educational Needs

Brockwood Park School welcomes 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.

1.4 Safeguarding

The school's admissions arrangements operate in line with the school's *Safeguarding & Child Protection Policy* and the statutory guidance *Keeping Children Safe in Education*. Where a prospective student is transferring from another school or setting, the Designated Safeguarding Lead (DSL) will, where appropriate and permitted by law, seek and share safeguarding-relevant information with the sending or receiving school as part of the admissions and transition process, including any concerns relating to a child's welfare, behaviour, or risk to themselves or others, in addition to the academic reference referred to in the [section below](#).

2 The admissions process

2.1 Applications

All applications for admission to Brockwood Park School require the completion of the online student application form, which is 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;
- Sex recorded at birth, which the school records accurately on admission and in its official records for safeguarding, welfare, and other legal/regulatory purposes;
- 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 (SpLD);
- 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 student's recent academic history;
- Copies of ID documents for student applicant – birth certificate, current valid passport;
- Copies of ID documents for parent(s)/legal guardian(s) – current valid passport;
- A photo of the student applicant;
- Student Bio, Student Statement of Intent, and Parent Interest;
- Any further information which they feel is relevant to the application.

As part of the application process 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, 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, as to whether the school is 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, 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 school will make reasonable adjustments to meet the needs of students with special educational needs and disabilities. 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 SEND Policy*.

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 school. The school requires 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 school. However the school 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 the school 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

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 Child Student visa or 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 school's legal responsibilities under the Equality Act 2010, including 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

All student applicants who do not hold a British passport must apply for a Child Student visa or Student visa from UK Visas & Immigration (UKVI) in order to be able to study at Brockwood Park School.

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 School 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
- Guardianship Agreement (if applicable)
- Medical form
- Infirmary form
- Self-medication form
- Immunisation Form
- Permissions form
- Ethnic Backgrounds Record form
- Data Protection Consent form
- Pastoral Form

In line with the *National Minimum Standards for Boarding Schools*, new boarders receive an appropriate induction on arrival. This includes clear arrangements, agreed with parents/legal guardians, for the collection and transport of boarders (including international students) at the start and end of term and during any temporary absence, and ensuring that every new boarder knows how to contact a member of staff with any personal, academic, or welfare concern.

2.4 Fees & bursaries

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, 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 financial assessment 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 will 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).

3 English as an Additional Language

Brockwood Park 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 or disability solely because the language in which they are or will be taught is different from a language spoken at home (*Children and Families Act 2014, section 20(4)*). 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.

4 Complaints

The Complaints Procedure for Parents is available on the school's website and can be sent to 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 (the *UK General Data Protection Regulation* and the *Data Protection Act 2018*, as amended by the *Data (Use and Access) Act 2025*).

For more information on how the school collects, uses, and processes personal data, please refer to the school's *Data Protection Policy*.

The school 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.