



**BROCKWOOD PARK SCHOOL
& INWOODS SMALL SCHOOL**

ADMISSIONS POLICY

Last Review Date	August 2023
Policy endorsed by	The Trustees & The School Management Committee
Policy is maintained by	Admissions & Recruitment Manager of Brockwood Park School and Inwoods Small School
ISI Regulatory Paragraph Number	15 and 389 Part 3, 15
Next review date	August 2024
Review body	Admissions & Recruitment Manager and The Co- Chairs of Brockwood and Inwoods Small School

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 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.
- The school follows their legal responsibilities under the Equality Act 2010 (for example, the provisions on reasonable adjustments).

Applies to:

- The whole school, of both Brockwood and Inwoods, 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 Trustees and volunteers working in the schools.

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The Admissions Process

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);
- Any medical needs;
- Any special educational needs or disabilities (SEND), inclusive of specific learning difficulties (SLN);
- Recent school reports (where applicable);
- 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)
- 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 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 a Special educational needs and disability (SEND) has been disclosed 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 Specific Educational Needs Coordinators (SENCO) will review; a decision will be made by the SENCO as to whether the schools are able to meet the student's needs. Reports from previous schools, Educational Psychologists or other relevant experts will be requested if necessary.

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 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 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.

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Students who wish to visit the schools either before or after submitting their application can come to one of the school's Open Days; these events are held regularly throughout the year and more information, including how to register, can be found on the school's website.

Selection and Interviews – Brockwood Park School

Once the completed application has been received by us, it will be reviewed; 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 the Recruitment Manager and 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).

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 Manager 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.

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

- Parental Consent form
- Medical form
- Infirmary form
- Permissions form
- Data Protection Consent form

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 £1,300.00 within 4 weeks during the Autumn and Spring terms, and within 2 weeks 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 school's separate Fees Terms & Conditions, a copy of which can be viewed on the school's website or can be requested from the Recruitment Manager.

To apply for a bursary, the parent(s)/legal guardian(s) should contact the Recruitment Manager. 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 Manager.

Selection and Interviews – Inwoods Small School

Having completed the on-line application form the child will be invited to attend a trial day(s). 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 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.

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.

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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. As part of this process contact may be made with previous school(s) if appropriate.

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.

Fees & Bursaries and Enrolment – Inwoods Small School

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

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.

A Parent / Child Handbook is issued with all necessary background information and the parents are asked to complete a Publicity Consent Form.

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). Every possible adjustment is made to ensure that every child can access the educational setting at Inwoods, see our SEND policy for more information.

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.

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

The schools 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.