



BROOKE PRIORY SCHOOL



ADMISSIONS POLICY Including EYFS

GENERAL INFORMATION

Brooke Priory School is a co-educational independent school for pupils from 2 to 11 years of age. The School has approximately 165 children on roll. Deciding on the right School for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Brooke Priory School. Rather than traditional Open Mornings, we offer a more personalised approach for families wishing to visit the school which provides a more focused opportunity for parents and children to see the School in action. Please contact the Director of Admissions on 01572 724778 or e-mail at communications@brooke.rutland.sch.uk to arrange a visit.

ADMISSIONS PROCESS

Brooke Priory School offers complete flexibility and children may enter the school at any age or time during the academic year, dependant upon a place being available. To apply for a place, we would strongly advise prospective parents and their children to make an appointment for a tour of the school with the Headmaster, who would be delighted to show you the school 'in action'. Should you wish to proceed with an application for your child(ren), please complete a registration form and return this to the Director of Admissions with a non-refundable registration fee of £120 (incl VAT) per child. Your child will be invited to attend a Taster Day/Session (dependant on age) which will include an informal assessment.

ASSESSMENTS

For children aged 4 years and above, the informal assessment will focus on literacy and numeracy and a copy of the child's most recent School report will also be required. On or before the Taster Day, our Headmaster will also contact the child's previous school to have an informal discussion with the Headmaster. Following the Taster Day, the Headmaster will contact the parent(s) to provide verbal feedback and if successful, you will receive a written offer of a place for your child, subject to availability, normally within 24 hours of the Taster Day. Your child's place will only be confirmed on receipt of your Acceptance Form, which should be signed and returned to the Director of Admissions with a refundable deposit of £500 per child.

KINDERGARTEN DEPOSIT

For children joining Nursery or Pre-School an additional £750 deposit is payable, which is credited to the child's termly fee invoice for the 1st term when the child does not receive Early Years Funding (usually Kindergarten, or the 1st term in Form I for those children with summer term birthdays). This deposit is retained by the School if your child does not take up a place in Kindergarten.

Children joining our Nursery and Pre-School are expected to continue their education in our Pre-Prep, and progress to the Prep School. It is our hope that children will complete their time at Brooke Priory and progress to Form VI. However, if a child's progress gives cause for concern, the Key Person or Form Teacher and the Headmaster will share these concerns with the parents.

PARENT DECLARATIONS

Parents must declare any particular known or suspected special circumstances relating to their child's health – such as allergies, disabilities, learning or behavioural difficulties, or reports e.g. educational

psychologist report or Educational Health Care Plan (EHCP). Should these come to light following a Taster Day, or once a child has started at the School, the offer of a place may be withdrawn.

EQUAL TREATMENT

Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Brooke Priory School is committed to equal treatment for all, regardless of a candidate's protected characteristics such as race, gender, disability, religion or belief, sexual orientation or social background.

SPECIAL EDUCATIONAL NEEDS (SEN)

We welcome pupils with special educational needs, or who have English as an additional language, providing that our School and Learning Support Department can offer them the support that they require. We welcome pupils with physical disabilities provided that we can make reasonable adjustments to our site to accommodate those needs. However, we strongly advise parents of children with special educational needs or physical or mental disabilities to discuss their child's requirements with the School so that the type of provision required can be assessed to ensure that the needs of the child can be met. We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the School.

Whilst at Brooke Priory School, if it is identified that a child has a specific educational need, the school will comply with its legal obligations to make reasonable adjustments where applicable. If the School is unable to make changes in order to ensure that all the child's needs are met, and/or changes would not amount to reasonable adjustments under the Equality Act 2010, the School has two options. The School may either provide some support to the family to find an appropriate/alternative setting (therefore leaving the School at a mutually agreeable point) or, where appropriate, will discuss whether a family may wish to contribute towards the necessary additional resources (e.g. staffing costs) to accommodate a child's ongoing needs. For further details see our Special Educational Needs Policy.

CHILDREN FROM THE ARMED FORCES

Brooke Priory recognises the needs and potential vulnerability of children with parent(s) serving in the Armed Forces or those children whose parents are veterans. The Director of Admissions identifies this group of children during the admissions process. All deployments are shared with teaching and non-teaching staff. SEN documentation is tracked thoroughly to ensure smooth transition. Parents are invited into school to share their military journey and engage with the School community.

SIBLINGS

Most siblings join us at Brooke Priory School. However, admission is not automatic, and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment. The third sibling concurrently enrolled at the school is entitled to a 10% discount when the children are no longer in receipt of Early Years Funding.

BURSARIES

The School offers a limited number of means tested bursaries to families who demonstrate a genuine need for financial assistance with their ongoing school fees. Bursaries are not considered at the point of enrolment and may only be applied for once a pupil has completed at least one full academic year (September to August) at the School.

The level of support awarded varies according to parental financial circumstances and may be adjusted in response to changes in income or assets. Both parents are required to provide full details of income and assets as part of the application process. All bursary awards are subject to annual review.

FLUENCY IN ENGLISH

In order to cope with the academic and social demands of Brooke Priory School, we would prefer that pupils have some degree of fluency in English however this should not dissuade prospective parents from enquiring. We have a wide experience of accepting pupils from overseas and should this be deemed appropriate, then tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

RELIGIOUS BELIEFS

Although Brooke Priory School has a strong Christian ethos, we do not select for entry on the basis of religious belief. We welcome families and children from all faiths and none to the school.

SCHOOL'S CONTRACTUAL TERMS & CONDITIONS

Copies will be made available to parents as part of the admissions process.