

Admissions Policy

Brooke House College

2023/24 Version

1 Introduction

- 1.1 Brooke House is a non-selective, independent day and boarding school, for students, aged between 11 and 19 years.
- 1.2 The aims of this policy are:
 - 1.2.1 to ensure consistency in admissions with the College's ethos and aims, and compliance with all legislation, regulations and standards applicable to independent schools.
 - 1.2.2 to enable the College to identify and admit students who will benefit from an education at Brooke House, and who will contribute to, and benefit from, the ethos and activities of the Brooke House College community. The College will only admit a child who has met the relevant admissions criteria as set out in this policy.

2 Equality, Diversity and Disability

- 2.1 All candidates for admission will be treated equally, irrespective of their race, sexual orientation, religion or belief, pregnancy or maternity, gender reassignment or any disability, or that of their parents. Candidates will also be treated equally in respect of their parents' age, gender or marital or civil partnership status.
- 2.2 The College is inclusive and welcomes applicants with disabilities and special educational needs. The College currently has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and Special Educational Needs and Disability Act 2001 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the College can cater adequately.
- 2.3 Parents of a child who has any disability or special educational needs should provide the College with full details on registration. The College needs to be aware of any particular requirements which may affect a child's ability to participate in the admissions procedure and to take full advantage of the education provided at the College.
- 2.4 The College shall determine the reasonable adjustments that are required for the applicant based on the information provided, in accordance with the College's obligations under equality legislation. The College will consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and that the College can cater adequately for the child should an offer of a place be made.

3 Procedures

- 3.1 **Enquiry** - On request by email or telephone to the Admissions department, prospective applicants can obtain a copy of the College prospectus and admissions pack (upon the College receiving payment of the registration fee). The prospectus contains the registration form together with information about the College and the courses it offers. Parents and prospective pupils are encouraged to visit the College to meet the Principal, discuss educational opportunities and to view the campus and boarding accommodation. Parents should contact the admissions department to arrange a visit to the College.
- 3.2 **Entry points:** The College operates a flexible and inclusive approach to enrolment. Therefore, pupils are placed on the course most appropriate for them, with consideration given to the wishes of the parents, the age and ability of the pupil to follow the proposed

course, the pupil's academic background and their educational objectives. All courses have start dates at the beginning of the academic year in September, but many courses operate intakes in January and April also. Pupils may also be considered for entry at half term throughout the year or on any date by arrangement on the Intensive English Course.

- 3.3 **Applications:** To formally apply, parents must complete the registration form and pay the registration fee and send it to the College with copies of the following documents:
- 3.3.1 Photograph page of student passport and parent passports. Birth certificate for the student. Recent transcripts and/or reports from current or most recent school year. (with a verified English translation if the original is not in English)
 - 3.3.2 A reference from the head or senior member of staff at current or most recent school. (not mandatory but is useful to support student applications).
 - 3.3.3 Transcripts of any public examination results.
 - 3.3.4 A UKVI IELTS certificate (for students over 18, applying for a Student Visa – some nationalities are exempt).
 - 3.3.5 This policy should be read in conjunction with the Child Student / Student Visa Policy in the case of international student admissions.
- 3.4 **Entrance assessments:** Prospective pupils will be asked to complete entrance assessments in the circumstances described below:
- 3.4.1 Where English is not the first language, the Admissions Department will issue an English Language test to be completed under examination conditions by the prospective pupil. Where a prospective pupil is seeking an academic scholarship, the pupil will sit age-related entrance examinations in English and Mathematics.
- 3.5 **Interviews:** These are of two kinds:
- 3.5.1 **General interviews:** in all cases there will be a general student interview to explore the candidate's interests, attitude to school, personal qualities, ability to contribute to the College community, support available at home, any relevant connection with the College and the pupil's academic subject choices. General interview will be conducted by a member of the Admissions department and the Principal when available. For overseas applicants and those that are unable to attend the College arrangements will be made for the interview to be carried out online if the student and the family are unable to visit. A record of the interview will be kept on ISAMS.
 - 3.5.2 **Compliance interview:** for compliance purposes, the Compliance (Student Route) Officer will conduct a compliance interview with both parents (together or separately), to determine financial suitability for fee payers, discuss who the main fee payer will be and ensure that the parents are legit and their wish to enrol their child is genuine. A record of the interview will be kept on ISAMS.
- 3.6 **Reference:** The Head of the candidate's current school will be asked to provide a written reference as to the candidate's academic ability, attitude and behaviour, involvement in the College community, talents and interest, and any other special circumstances such as special education needs, or a disability. Whilst this is not mandatory, it is strongly encouraged to support a student's application.

3.7 **Football Academy** – In addition to the above requirements, applicants to the Football Academy will be asked to submit football references. They may also be required to attend a trial at the Academy and / or to submit moving footage of themselves playing football.

3.8 **Further details** – Parents and applicants should refer the College website (www.brookehousecollege.co.uk) and the College prospectus for complete details of the admissions procedures, the details of offers and acceptance letters, deposit and fees payments and the UK Home Office requirements for applicants from countries outside the UK.

4 **Admissions criteria**

4.1 The admissions criteria are:

4.1.1 success in the relevant entrance assessments; and

4.1.2 satisfactory interview; and

4.1.3 receipt of the necessary documents, as stated in 3.3;

4.1.4 commitment to the College's ethos as described in the College's Statement of Ethos and Aims

4.2 The College reserves the right to restrict the offer of places to children whom it feels can benefit from the broad and varied curriculum offered and make a positive contribution to the College community.

4.3 All candidates must have the legal right to live and study in the UK. Candidates who do not possess the necessary rights will be sponsored by the College under the Home Office Student and Child Student visa arrangements, at the College's discretion.

4.4 It is assumed that pupils will automatically progress through the College, subject to him / her meeting the required levels of attendance and meet the required standards of academic engagement, behaviour and progress.

5 **Siblings**

5.1 Priority is given to siblings of pupils at the College at the proposed time of entry, although admission is not automatic, and the candidate must meet the admissions criteria.

6 **Scholarships and bursaries**

6.1 A number of scholarships and bursaries are available. Please see the College's website or contact the Admissions department for details. All scholarships and bursaries are at the Managing Director's discretion.

7 **Records**

7.1 A confidential admissions record will be kept for each candidate. Any parents wishing to know how the College processes personal data in line with data protection laws should request a copy of the Data Protection Policy for Pupils and Parents.

7.2 The College keeps an admissions register electronically, which will contain:

7.2.1 name in full.

- 7.2.2 sex: this should be the birth sex unless the person has obtained a gender recognition certificate (not available under the age of 18);
 - 7.2.3 name and address of every person known to the Directors to be a parent of the pupil (and an indication of which parent the pupil normally lives with, and which parents hold parental responsibility as defined by Section 3 Children Act 1989);
 - 7.2.4 where a parent notifies the College that their child will live at another address, in addition or instead, the new address, the full name of the parent with whom the pupil will normally live in future and the date from which it is expected the pupil will normally live there, where it is reasonably practicable for the College to ascertain this information.
 - 7.2.5 a telephone number at which the parent with whom they normally live can be contacted in an emergency.
 - 7.2.6 day, month and year of birth.
 - 7.2.7 day, month and year of admission or re-admission to the school.
 - 7.2.8 name and address of the school last attended, if any.
 - 7.2.9 an indication of boarding or day attendance (in schools which include boarders);
 - 7.2.10 from September 2016, the name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information. (The check list for the register is in appendix 1 below) In addition the College will complete the appropriate referral forms for these non-standard transition arrivals and departures, which are supplied by the local authority. (See appendix 2 and appendix 3)
- 7.3 The Compliance Officer has overall responsibility for the day-to-day upkeep of the admissions register on ISAMS. They in turn are answerable to the Principal.

Authorised by	resolution of the Board of Directors
Signed	
On behalf of the Board of Directors	
Date	April 2024

Schedule of Updates

Date document updated	Document updated by	Summary update/comments	Location of saved file
June 2016	GIW / RP / CL	Updated in response to Inspection Report Feb 2016 and in keeping with terms of Action Plan of March 2016. VWV advice taken.	Dropbox – SMT – Policies Final
May 2017	CL	Updated in response with ISA compliance check on April 2017.	Dropbox – SMT – Policies Final
July 2018	MCO	Updated in response to DfE guidelines. July 2018	Dropbox – SMT – Policies Final
July 2019	MCO	Amended age limit 12 – 19 to 11 - 19	Dropbox – SMT – Policies Final
July 2021	MCO	Amended to reflect new sponsor’s licence	Dropbox – SMT – Policies 2021-2022
July 2022	IMS		MS Teams
Feb 2024	IMS / SDu	Amended to reflect compliance requirements	MS Teams
April 2024	EC	Amended to reflect further compliance	MS Teams - policies

Schedule of Review

Date of document review	Reviewed by	Scheduled date of next review
July 2017	MCO	July 2018
July 2018	MCO	July 2019
July 2019	MCO	July 2020
July 2020	MCO	July 2021
July 2021	MCO	July 2022
July 2022	IMS	Dec 2023
Feb 2024	IMS / SDu	Dec 2024
April 2024	EC	Dec 2024

Appendix 1: Checking the admission register

Revised September 2016 for use by inspectors and for information of schools (*earlier versions should be destroyed*)

Inspectors enter ✓, X or note

NB For schools which include day and boarding pupils, it should be indicated whether each pupil is boarding or day.

Full name <i>(Check a sample of entries)</i>	Sex	Date of birth	Name and address of all parents / guardians* and one telephone number	Address of new or additional place(s) of residence of child, and date child began to reside there	Full name of parent the pupil lives with	Date of admission / re-admission	Name and address of last school	Name of destination school	Start date at destination school
1									
2									
3									
4									
5									

Does the school have a monthly printout or backup (if electronic)?

Are these kept for at least three years?

* For electronic systems, it is acceptable to have one address on the back-up/print-out, with any others kept in the system.

* More flexible timing is allowable for sixth-form pupils, provided that a suitable system is rigorously implemented

* All removals/additions to the roll outside of term time should be logged with the Leicestershire County Council via the following link: https://leicestershirecc-self.achieveservice.com/en/AchieveForms/?mode=fill&consentMessage=yes&form_uri=sandbox-publish://AF-Process-f936cb5a-863a-44e6-a6c5-24aa7b6a5ea6/AF-Stage-545a6429-d244-442b-b351-b4e3ab15497d/definition.json&process=1&process_uri=sandbox-processes://AF-Process-f936cb5a-863a-44e6-a6c5-24aa7b6a5ea6&process_id=AF-Process-f936cb5a-863a-44e6-a6c5-24aa7b6a5ea6&ga=2.135274929.1460928610.1664967643-1807798093.1634036820

