

Admissions Policy

Brooke House College

2022/23 Version

1 Introduction

- 1.1 Brooke House is a non-selective, independent day and boarding school, for boys and girls and young adults, 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 Director of Admissions, prospective applicants can obtain a copy of the College prospectus and admissions pack. 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 Director of Admissions to arrange a visit to the College.
- 3.2 **Entry points:** The College operates a flexible approach to enrolment and does not enforce any strict entry points for pupils according to their age. 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 apply, parents must complete the registration form and send it to the College with copies of the following documents:
- 3.3.1 Photograph page of passport; Recent transcripts and/or reports from current or most recent school to cover at least the preceding two years of education.
 - 3.3.2 A reference from the head or senior member of staff at current or most recent school.
 - 3.3.3 Transcripts of any public examination results.
 - 3.3.4 A UKVI IELTS certificate (for all students applying for a University Foundation Course).
- 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 Director of Admissions 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 most cases there will be a general 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 normally be conducted by the Principal or Director of Admissions. For overseas applicants and those that are unable to attend the College arrangements will be made for the interview to be carried out by Skype.
 - 3.5.2 **option interview:** for entry onto A-level and University Foundation Programmes there may also be an 'option interview' to explore a candidate's academic ability in a particular subject. For certain option subjects (such as Art) candidates may be asked to submit samples of their work.
- 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.
- 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 a positive confidential reference from the applicant's present or most recent school; and

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.

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BROOKE HOUSE COLLEGE LTD

4.4 It is assumed that pupils will automatically progress through the College, subject to him / her meeting the required standards of 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 Director of Admissions for details.

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 at least one 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 Director of Admissions 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 | August 2022 |

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 SLT Policies 2022-2023 |

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 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.

Appendix 2 Notification of arrival of pupil

| Notification of addition to a school register | |  Leicestershire County Council | |
|--|--|--|--|
| Name of Pupil (s) <i>(Include any 'known as' names)</i> | | Address <i>(Where the child normally resides)</i> | |
| Date of Birth | | UPN | |
| Previous School/College | | | |
| Date placed on roll | | | |
| Parents'/Carers' Names <i>(Include all individuals with parental responsibility)</i> | | | |
| Any other address the child may spend part of the week at <i>(in cases of split families/separated parents)</i> | | | |
| Telephone Number (s) | | | |
| Email address | | | |

Appendix 3 Notification of departure from school

Notification of removal from a school register



| | | | |
|--|--|--|--|
| Name of Pupil (s) <i>(Include any 'known as' names)</i> | | Address <i>(Where the child normally resides)</i> | |
| Date of Birth | | UPN | |
| School/College | | | |
| Date Last Attended | | Date removed from register | |
| Parents'/Carers' Names <i>(Include all individuals with parental responsibility)</i> | | | |
| Any other address the child may spend part of the week at <i>(in cases of split families/separated parents)</i> | | | |
| Telephone Number (s) | | | |
| Email address | | | |

| | |
|-----------------------|--|
| Child's new address | |
| Child's new school | |
| Address of new school | |

| | |
|---|--|
| Annex A regulation number used | |
| Brief explanation of reason for removal | |

The Annex A has been included below for your information to aid in identifying which regulation you have followed when removing the child's name from your school register