

Admissions Policy

Brooke House College

2025/26 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.
- 3.4 **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.
- 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 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.

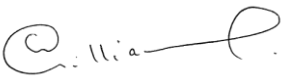
7 Records

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 Admissions has overall responsibility for the day-to-day upkeep of the admissions register on ISAMS.

Authorised by	resolution of the Board of Directors
Signed	
	On behalf of the Board of Directors
Date	April 2025

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	Amended to reflect compliance requirements	MS Teams
July 2023	IMS		MS Teams
Feb 2024	IMS / SDu		MS Teams
April 2024	WW	Amended to reflect further compliance	MS Teams - policies
April 2025	WW	Amended to reflect procedures consistent with UKVI context.	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	July 2023
July 2023	IMS	July 2024
Feb 24	SDu	April 2024
April 2024	WW	April 2025
April 2025	WW	April 2026

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 (Check a sample of entries)	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

Appendix 2:

Annex to Admissions Policy for holders of a licence to sponsor international students and child students

Brooke House College accepts and understands fully the duties and responsibilities it has as a consequence of the privilege of holding a licence to sponsor international students and child students. Special care and due diligence is taken by the college within the admissions process when accepting international and child students.

1. Genuine Student Assessment: Verification of Identity and Eligibility:

The College will verify the identity and eligibility of all applicants, including international and child students, to ensure they meet the requirements for the Child Student or Student visa.

1.1 The College will require the photograph page of the student's passport and parents' passports. In addition, the Birth certificate for the student is required. These requirements will only take place once the College is satisfied the application to join Brooke House College is genuine and the registration has been paid in full.

Academic Qualifications:

The College will assess the academic qualifications of applicants to ensure they meet the required level for the course they are applying for.

1.2 Recent transcripts and/or reports from current or most recent school year. (with a verified English translation if the original is not in English) and A reference from the head or senior member of staff at the current or most recent school. Additionally, and where applicable, transcripts of public examination results will be required.

English Language Proficiency:

If applicable, the College will assess the English language proficiency of applicants to ensure they can effectively participate in the course.

1.3 A UKVI IELTS certificate (for students over 18, applying for a Student Visa – some nationalities are exempt) will be required.

Sponsorship Duties:

The College will demonstrate a clear understanding of its sponsorship duties and ensure it can fulfil them, including assessing the genuineness of students, verifying their documents, and ensuring they comply with the conditions of their visa. This will be done in accordance with the Home Office Student Sponsor Guidance:- Document 2 sponsorship duties. The College understands that the duties fall broadly into, but not exhaustively, the following categories:-

1.4 The Sponsorship Management System (SMS) and Confirmation of Acceptance to Study (CAS);

1.5 Courses;

1.6 Assigning a CAS;

1.7 Students working whilst studying;

1.8 Reporting duties;

1.9 Maintaining educational oversight;

1.10 Reporting changes to the College;

1.11 Annual Licence activities; including application every 12 months of the Basic Compliance Assessment (BCA) by the appropriate level 1 user;

1.12 renewing the licence to sponsor; and

1.13 Returning the licence to sponsor.

2. Application and Offer Processes: Clear and Accessible Application Process:

The College has a clear and accessible application process for both international and child students, including a user-friendly online application form.

2.1 The College has a dedicated page on its website for admissions, which can be found at:- <https://www.brookehousecollege.co.uk/admissions/admissions-process>.

Offer of Place and Confirmation of Acceptance for Studies (CAS):

Once a student is accepted, the College will provide a Confirmation of Acceptance for Studies (CAS), which is essential for applying for a visa.

2.2 The College will only assign a CAS once it is fully satisfied that it has undertaken the following checks:-

2.2.1 The College is complying with the law in assigning the CAS;

2.2.2 The applicant's English language requirements for the course have been met;

2.2.3 Confirming that the CAS is for a recognised course. In the case of the College it could be for a RQF level 2 (GCSE/ Key stage 2 and/or 3), RQF level 3 University Foundation Course/A Levels), and where applicable a pre-sessional English course of study can be included;

2.2.4 Academic progression will be evident for the applicant given the course, the applicant's ability and language skills;

2.2.5 Confirming the place of study as Brooke House College;

2.2.6 Confirming how long the applicant can remain in the UK according the course the sponsored student will undertake; and

2.2.7 The UKVI financial check rules have been followed. Namely:-

2.2.7.1 Tuition Fees:

The College will confirm that the parents/student have sufficient funds to cover the full tuition fees, as detailed on the CAS.

2.2.7.2 Boarding Fees :

For the purposes of boarding at the College, they need to demonstrate sufficient funds to cover boarding fees for the entire academic year.

2.2.7.3 Evidence of Funds:

The College will verify evidence of funds, such as bank statements or letters from financial institutions, to confirm that the student meets the required financial criteria.

2.2.7.4 28-Day Rule:

The College will ensure that the evidence shows the funds have been held in an eligible account (like a personal bank account or building society account) for at least 28 consecutive days.

2.2.7.5 End Date of 28-Day Period:

The 28-day period must end within 31 days of the visa application submission.

The College will make use of the following acceptable Forms of Evidence in order to satisfy the appropriate UKVI CAS issuing regulations:

- Personal bank statements;
- Letters from banks or regulated financial institutions;
- Certificates of deposit;
- Letters from official financial sponsors;
- Letters from regulated financial institutions confirming student loans; and
- Statements from building societies'

Furthermore, the College understands that in undertaking the appropriate due diligence it will have regard to the following important Considerations:

- Funds held in accounts where the UKVI cannot make verification checks, or in non-regulated financial institutions, will not be accepted;
- Funds that cannot be withdrawn immediately (like in some investments) will not be accepted as evidence; and
- The College is supported by Holmes and Partners as audit and control of the visa application process and allocation.

3. Record Keeping and Compliance: Accurate Record Keeping:

The College will maintain accurate records of all sponsored students, including their immigration status, attendance, and any changes to their circumstances.

3.1 The College understands the importance of record keeping as a duty and responsibility of holding a Licence to Sponsor International Students and International Child Students. As such, this annex needs to be read in conjunction with the College's Home Office UKVI Reporting Policy.

Compliance with Sponsorship Duties:

The College undertakes to regularly review its policies and procedures to ensure compliance with all aspects of the Student sponsor guidance and immigration rules.

3.2 The College has a regular programme of policy review, which involves a lead member of the SLT undertaking the review annually or biennially. The lead SLT member is supported by an assistant from the SLT. Upon completion, the reviewed policy is sent to an appropriate member of the College's Advisory Board. Finally, a check and subsequent 'signing off' of the policy by the Directors is undertaken. All current policies required under ISSR part 6 – Provision of Information, can be

viewed directly on the College's website. All other policies can be requested from the College's Chief Operating Officer:- COO@brookehouse.com

Reporting to the Home Office:

The College will report to the Home Office/UKVI on its sponsored students and comply with any reporting requirements. The reporting to the Home Office/UKVI Policy needs to read in conjunction with this policy.

4. Enrolment and Course Completion: Enrolment Rate:

The College will ensure that at least 90% of students who have been granted a CAS and visa enrol and participate in their course, consistent with keeping the failure rate below 10%. Furthermore, a course completion rate of at least 85% will be maintained

Attendance Monitoring:

The College monitors the attendance of all students, including international and child students, and takes appropriate action if they are absent without explanation.

4.1 The College expects attendance rates to be in excess of 90%. The College will intervene to address unauthorised absence that leads to attendance falling below 90%.

Course Completion:

The College will support students in completing their course and ensure they are aware of the conditions of their visa and any potential consequences of failing to complete their studies.

Reception and Care Arrangements:

The College has procedures in place to ensure the safe and appropriate reception and care of Child Students and their parents/guardians upon arrival in the UK. Safeguarding of our students is paramount and as such arrangements are put in place to ensure the safety of students in the care of the College.

5.1 Arrival:- Prior to arrival in the UK, the College will liaise with the parents to check if the student will be an unaccompanied child or accompanied. The College will also need to know if a guardian is collecting the student or not. Prior to departure from the student's own country, the College will require details of :-

5.1.1 Flight number;

5.1.2 Departure time;

5.1.3 Arrival time;

5.1.4 Airline company and its safeguarding policy for unaccompanied/accompanied students;

5.1.5 If parent is travelling with student, no pick up details are required, but the college must be sent details of confirmation of landing, clearance through customs and the whereabouts of the student until arrival at the College;

5.1.6 If a guardian is collecting the student, the College requires their details, confirmation of landing, clearance through customs and the whereabouts of the student prior to arrival at the

college. The college will, prior to landing, confirm details with the guardian. The guardian must also satisfy the condition of being a 'nominated guardian' as laid out in Home Office/UKVI guidance;

5.1.7 If the student is unaccompanied, the College, or one of its representatives, will collect the student from the airport. The College will send a photographic image of who will be at the arrival area to collect the student. Additionally, the collector will have a reference number to confirm the student is who they should be as well as a copy of the passport photograph page of the student's passport. The College collector will gather details of landing time and custom clearance; and

5.1.8 In all three cases of entry above 5.1.5 – 5.1.7, the details of departure, arrival, customs clearance etc. will be kept on file at the College for clear record keeping purposes.

5.2 The arrangements of pupils staying elsewhere prior to arrival at the College must be approved by the College in accordance with its responsibilities and duties as laid out in the relevant Home Office/UKVI documentation. During term time, and over exeats/half-term breaks, the care of the College's students will be governed by its Child Protection and Safeguarding policy, which in turn is subject to the Educational Oversight Inspection as administered by ISI.

6. Basic Compliance Assessment (BCA): Annual BCA:

The College is fully aware of its obligation to undergo a Basic Compliance Assessment (BCA) annually to maintain its Student sponsor status. An appropriate Level 1 user will be appointed and notified to the Home Office for the purposes of compliance and reporting. The College is also mindful of its responsibility to process, every four years, the renewal of the Licence with the Home Office.

7. Maintaining Educational Oversight:

The College maintains its educational oversight status to ensure it meets the required quality standards for education. Brooke House College is inspected by the Independent School Inspectorate (ISI) and the British Council; The latest inspection reports can be found on the College's website:- <https://www.brookehousecollege.co.uk/about-us/accreditations-memberships>

8. Complaints:

Parents who are dissatisfied with any aspect of the admissions process can register a complaint with the College by following the College's complaints policy, which is available on the College's website in accordance with ISSR part 6:- Provision of Information.