

BROCKHURST & MARLSTON HOUSE SCHOOLS
Including all of the Pre-Prep Department and Early Years
Foundation Stage

ADMISSIONS POLICY

Brockhurst & Marlston House Schools (the School) is committed to providing the best possible care and education to its pupils, and to safeguarding and promoting the welfare of children and young people. This policy is written with that commitment in mind, and in accordance with KCSIE September 2024.

Reviewed: September 2024

Next Review: September 2026

The School ensures that an admissions and attendance register is maintained in accordance with the Education (Pupil Registration) (England) Regulations 2006.

AIMS

To ensure a fair entry and assessment procedure for all children who would like to join Brockhurst & Marlston House Schools.

We welcome children from many different ethnic and racial groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our School Community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their or their parents' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status.

We expect all of our pupils to attend our chapel, church services and School assemblies which are fundamental to our Christian ethos and to attend lessons in religious education.

DISABILITY AND SPECIAL EDUCATIONAL NEEDS

The School currently has limited facilities for the disabled. However, the School 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 School can cater adequately.

The School needs to be aware of any known disability or special educational need which may affect a child's ability to participate in the admissions procedure and to take full advantage of the education provided at the School. Parents of a child who has any disability or special educational needs should provide the School with full details prior to the admissions procedure, at registration, or subsequently before accepting the offer of a place. The School needs this information so that, in the case of any child with particular needs, the School can assess those needs and 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 School can cater adequately for the pupil should an offer of a place be made.



The School will do all that is reasonable to ensure that the information and application procedure is accessible for disabled candidates and will make such reasonable adjustments as necessary. For example, the School may be able to provide an examination paper in large font for a visually impaired pupil.

Similarly, if special education needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments in order to allow the child to continue at the School.

ENTRY

Most pupils are admitted in September but it is not uncommon for pupils to enter at other times subject to the availability of places. Brockhurst and Marlston House Schools do not have specific selective entry criteria and we do not discriminate in any way regarding entry.

Pupils may be asked to sit a standardised test to ensure that they will be able cope with the curriculum offered by the schools. Pupils with learning difficulties or disabilities are welcome, providing that our Learning Development Centre can offer them the support they require.

Parents complete a comprehensive entry form, which both parents must sign where parental responsibility exists. The school requires written evidence to support an entry form submitted without both parent's signatures. Contact details for both parents must be provided, and all communications from the school will go to both parents. The school also holds at least one, and preferably two, additional emergency contact numbers for each pupil.

DISCLOSURES

Parents must disclose, at the point of completing the entry form, any existing known or suspected circumstances relating to their child's health, allergies, disabilities, learning difficulties or previously having been under the care of a local authority as a 'looked after child' (fostered or adopted).

THE PRE-PREP

Entry to the pre-prep is from the age of two and half years and the youngest children join the nursery class for mornings only. In the pre-prep, the nursery class finishes at 1 pm and afternoon lessons finish at 3.45 pm. Children transfer to the senior school aged 6 years.

THE SENIOR SCHOOL

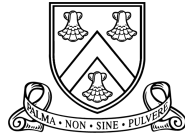
The school day begins at 8.15 am.

For children aged between 6 and 7 years, the school day ends at 3.45pm. Thereafter, there is an optional after school activities club 'Carousel' which runs until 5.50 pm.

For children aged 8 years or older, the school day ends at 5.50 pm. For the children in the final two years, Years 7 and 8, there is late prep on some nights of the week which end at 7.15 pm. The children in Years 6, 7 and 8 attend School from 9 am – 12.30 pm on Saturdays (excluding exeat weekends).

SCHOLARSHIPS AND BURSARIES

Bursaries are awarded to younger siblings and also to the children of former pupils. Additional awards may be made from time to time at the discretion of the school to children who have particular talents/for families in need. Further details of awards may be obtained from the Headmaster.



ENTRY AT 9 OR OVER (BOARDERS AND DAY-PUPILS)

Boys and girls may enter the school where vacancies occur at age 9 or over.

Those who start as day-pupils often choose to become boarders in their last two years, if they have not done so earlier. Where appropriate, flexi-boarding - staying for some nights each week - allows a gentle introduction and makes it possible for boys and girls to take advantage of the ethos and traditions of a boarding school. As well as enabling children to take a full share in the hobbies and activities offered in the evenings and at week-ends, boarding prepares them to meet the demands that will be made on them at their next school and the challenge of increasing responsibility as prefects.

OVERSEAS APPLICANTS

We welcome overseas applicants provided that they have a relative or legal guardian living in the UK. Boarders are welcome to stay with their guardians for exeat weekends, although the school remains open for boarders for exeat weekends. In order to cope with the academic and social demands of life at Brockhurst and Marlston House Schools, pupils must have a reasonable command of English. Tuition in English as an Additional Language (EAL) can be arranged at the parent's expense.

SCHOOL FEES AND NOTICE OF WITHDRAWAL

The school fees and terms and conditions relating to their payment form part of the entry form. This is available from the school office. An acceptance deposit is required by all applicants to secure a place in the School.

The Headmaster reserves the right temporarily to suspend or to require the permanent withdrawal of any pupil who, in the Head's opinion, is not making satisfactory progress or whose continued presence in the school would not be conducive to the promotion of its aims and ethos.

The **terms and conditions** set out in this document may be amended from time to time and its provisions, subject to any such amendments, shall continue to apply for the whole period a pupil continues to attend the school, irrespective of age. The admission and retention of a pupil is conditional on an acceptance of them.

For more information regarding admissions to Brockhurst & Marlston House Schools, please contact:

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