

# Brookes UK

## Admissions Policy

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## Policy

Brookes UK ("the School") is an independent day and boarding school located near Bury St Edmunds, Suffolk. The School is organised into three sections: Cherry Trees Early Years, Lower and Senior School.

The School admits male and female pupils between the ages of 2 and 16, subject to the availability of places.

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 Brookes UK. We hold a number of open events throughout the year, which give a general introduction to the School. Details of these are published on our website. We are also very happy to welcome prospective parents and their children at other times. Please contact the School's Admissions Team on 01284 760531 or email on [admissions@uk.brookes](mailto:admissions@uk.brookes) to arrange a visit.

The Principal will be responsible for the admission of pupils in consultation with their staff.

The main entry points to the School are at 2+ (Cherry Trees), 4+ (Cherry Trees Reception), 5+ (Year 1), 7+ (Year 3), 11+ (Year 7) and 13+ (Year 9), generally at the beginning of the Academic Year.

Admission at other times and into other years can often be accommodated subject to the availability of places.

- Entrants will normally be placed in a class appropriate to their age.
- Entry into Reception from the Nursery is not automatic although preference will be shown to such internal transfers in the event of over-subscription.
- Transfer from Year 6 into Year 7 is automatic for all students.

## Equal treatment

Brookes UK aims to encourage applications from candidates with diverse backgrounds; this enriches our community and is vital in preparing our pupils for today's world.

We are committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, sexual orientation or social background.

## Special Needs

The School will do all that is reasonable to comply with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2001 in order to accommodate the needs of applicants who have such disabilities for which, with reasonable adjustments, the School can cater adequately.

The School welcomes pupils with Special Educational Needs (SEND) providing that the Learning Support Department can offer them the support that they require. We welcome pupils with disabilities provided that the setting and site can accommodate them as appropriate to the child's age. Nevertheless, we strongly advise parents of children with SEND or physical or mental disabilities to discuss their child's requirements with the Principal and Sendco at the initial visit and no later than at Registration. Parents should provide a copy of an educational psychologist's report, other professional's report or a medical report if they have one at this stage.

The School will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if s/he becomes a pupil at the School. In addition to these arrangements, and at the parent's request, further additional support funded by the parent may be deployed to assist the child to make more rapid progress.

As appropriate, the School will assist parents where learning differences are developing to the extent the child is unable to make good progress, in their application to the Local Education Authority (LEA) for an Education, Health and Care Plan (EHCP). Brookes UK makes available its local offer through the LEAs (West Suffolk County Council) within which our pupils are normally drawn.

## **Pupils with Statements of SEN (Statement) or EHC Plans**

Once the LEA has agreed that a child is best placed at Brookes UK under Statement or EHCP, it will be financially responsible for those elements of the school tuition and/or additional supplementary fees described in the statement/plan. Where there are additional costs to the School over and above LEA funding, the School will require parents to meet these additional costs.

## **Fluency in English**

In order to cope with the academic and social demands of the school, pupils will normally be fluent English speakers. For those whose skills are less developed, tuition in English as an Additional Language (EAL) will need to be provided to ensure their English language skills are rapidly developed. Such lessons can be arranged at the parent's expense.

## **Religious Beliefs**

Although Brookes UK has Christian roots, the School does not select for entry on the basis of religious belief. Our school values underpin all that we do, and we expect all to follow the principles enshrined therein, namely Love, Courage, Honesty, Respect and Trust. Our assemblies, celebrations and services at school and elsewhere are inclusive and all pupils are expected to attend.

## **Academic Selection Criteria**

Application to Brookes UK does not incur assessment through an academic process prior to Year 10, however we do set criteria that may be explored during the first meeting and taster day session as well as through present school report/reference.

The criteria we may explore, includes:

- the applicant is of the appropriate age and sufficient maturity;
- the applicant enjoys satisfactory general health;
- the applicant's learning difficulties and other special needs (if any) can, in the opinion of the Principal and Senco, be managed within the School's normal provision;
- where such an admission would not create an imbalance of needs within the year group;
- the applicant's present school reports satisfactory attitudes and conduct on the part of parents and applicant;
- the applicant receives a satisfactory reference from their current principal/headteacher
- where such an admission would jeopardise the performance and progress of their peers;
- fees (if applicable) at the applicant's present school have been paid and the parents are able, if required, to satisfy the Principal that they are in a position to pay the fees of the Year group applied for.

The School will take no heed of an applicant's skin colour, race, nationality or ethnic or national origin, religious faith, area of residence or socio-economic group in any admission assessment. The School is not obliged to state its reasons for rejection of an applicant.

## **Procedure**

On receipt of a request, the School will provide up to date information about the School including a current fees scale. Although the School opens to prospective families on several occasions each term, parents are encouraged to make an appointment to see the Principal, to watch the children at work, to meet teaching staff and to experience the ethos and atmosphere of the School. Generally, no child is admitted until personal contact has been made.

If parents wish to proceed with the potential placement, the child will complete a taster day with the appropriate class. The School and parents will review the school calendar to identify the most applicable day for their child to attend.

Parents who wish to proceed with entry will be asked to complete an Enrolment Form and pay a Registration Fee. The School will then confirm that the name of the child is on the Entry List but this confirmation does not constitute the offer of a place at the School.

In the autumn of the year preceding entry (or sooner if application is being made for an immediate place), the School will write to the parents with an offer of a place, asking them to confirm their acceptance of a place for their child.

Brookes UK hopes that parents and pupils do not have any complaints about the School's admissions process but a copy of the School's complaints procedure\* can be sent to parents on request and is available on the website.

\* This policy and all our other policies and guidance may be found on the School's website.