



BROCKHURST & MARLSTON HOUSE SCHOOLS

Including all of the Pre-Prep Department and Early Years Foundation Stage

ADMISSIONS POLICY

Reviewed: September 2024

Next Review: September 2026

INTRODUCTION

Brockhurst & Marlston House Schools ("the School") are committed to providing the best possible care and education for pupils, and to safeguarding and promoting the welfare of children and young people. This Admissions Policy is written in alignment with this commitment and in accordance with *Keeping Children Safe in Education* (KCSIE), September 2025, the Equality Act 2010, the Children and Families Act 2014, and the Education (Pupil Registration) (England) Regulations 2006.

The School maintains an admissions and attendance register in line with regulatory requirements.

AIMS

The aim of this policy is to ensure a fair, transparent, and inclusive admissions procedure for all children who wish to join Brockhurst & Marlston House Schools.

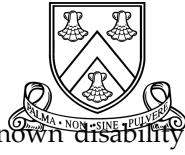
We welcome pupils from a diverse range of ethnic, racial, cultural, and religious backgrounds. We respect the rights and freedoms of all individuals, while ensuring these are balanced with the lawful needs and expectations of our School community.

All candidates for admission will be treated equally and without discrimination based on race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, sexual orientation, property, birth, or other status.

As part of our Christian ethos, all pupils are expected to attend Chapel, Church services, School assemblies, and participate in religious education lessons.

DISABILITY AND SPECIAL EDUCATIONAL NEEDS (SEND)

The School currently has limited facilities for pupils with physical disabilities. However, we are committed to meeting our legal and moral obligations under the Equality Act 2010 and the Special Educational Needs and Disability Act 2001.



Parents must inform the School of any known disability or special educational need (SEND) when registering their child or at any point prior to the acceptance of an offered place. This enables the School to:

- Assess the child's needs appropriately
- Consider reasonable adjustments required during the admissions process
- Determine whether the School can adequately meet the child's needs with or without such adjustments

If SEND or a disability becomes apparent after admission, the School will work in consultation with the parents to explore reasonable adjustments that allow the pupil to continue to benefit from the education offered.

ADMISSIONS PROCEDURE

Pupils are typically admitted in September, although entry at other times is possible, subject to availability. The School does not operate specific selective entry criteria and does not discriminate in any way with regard to entry.

Candidates may be asked to sit a standardised assessment to ensure they can access the School's curriculum. Pupils with learning difficulties or disabilities are welcomed, provided our Learning Development Centre can offer the appropriate level of support.

Parents must complete a comprehensive entry form, signed by both parents where parental responsibility exists. Where this is not possible, written evidence must be provided. Contact details for both parents must be included, and the School requires at least one (preferably two) additional emergency contacts for each pupil.

DISCLOSURE REQUIREMENTS

Parents are required to disclose any of the following when completing the entry form:

- Health conditions or allergies
- Physical or learning disabilities
- Special educational needs
- Any history of local authority care, including being a "looked-after child" (fostered or adopted)

Such information is critical to ensuring the child's needs are met from the outset.

PRE-PREP DEPARTMENT

Children may join the Pre-Prep from the age of two. The youngest children typically attend nursery classes in the mornings, finishing at 1:00 pm. Afternoon sessions end at 3:45 pm. Children usually transfer to the Senior School at the age of six.



SENIOR SCHOOL

- The school day begins at 8:15 am.
 - For pupils aged 6–7, the school day ends at 3:45 pm.
 - For pupils aged 8 and over, the school day ends at 5:50 pm.
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ENTRY AT AGE 9+ (DAY AND BOARDING)

Boys and girls may enter the School at age nine or older, subject to space availability. Day pupils often opt to board during their final two years. Flexi-boarding is also available to introduce pupils to the boarding environment.

Boarding supports children in engaging more fully in co-curricular activities and prepares them for greater responsibility in future schools.

OVERSEAS APPLICANTS

We welcome applications from overseas pupils, provided they have a UK-based educational guardian approved by the School. The School remains open to boarders during exeat weekends.

To access the full curriculum and co-curricular life at the School, pupils must have a reasonable command of English. English as an Additional Language (EAL) tuition is available at parents' expense.

SCHOLARSHIPS AND BURSARIES

Bursaries may be awarded to:

- Younger siblings of current pupils
- Children of former pupils

Discretionary awards may be granted to pupils demonstrating particular talents or to families in financial need. Details may be obtained from the Headmaster.

FEES AND NOTICE OF WITHDRAWAL

Details of fees and terms and conditions of payment are outlined in the entry form and are available from the School Office. An acceptance deposit is required to secure a place.

TERMINATION OF ENROLMENT

The Headmaster reserves the right to suspend or require the withdrawal of a pupil who, in the Headmaster's opinion:



- Is not making satisfactory academic or behavioural progress
- Is not benefitting from the educational environment provided
- Is compromising the welfare or ethos of the School community

Such decisions will be made following due consultation with parents and in accordance with principles of fairness and natural justice.

POLICY REVIEW AND AMENDMENTS

The School reserves the right to amend the terms and conditions set out in this policy. The most current version shall apply to all pupils throughout their time at the School.

CONTACT FOR ADMISSIONS

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