



ADMISSIONS POLICY

This policy is applicable to all pupils within the school, including the Early Years Foundation Stage (EYFS). This document is available in written format upon request and a copy can also be located on the school's website.

INTRODUCTION

The school is a co-educational independent school for pupils from ages 2 months to 11 years. 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 us. We hold a number of Open Mornings each term, which give a general introduction to the school. Details are published on our website and social media. We are also very happy to welcome prospective parents and their children at other times. Prospective parents can contact the school office for a copy of the school prospectus and to arrange a visit to the school.

THE ENTRY PROCEDURE

The school is a selective school from Year 3. Selection is based upon merit, which is assessed through an entrance examination. Our selection process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the school.

A copy of the child's Passport or Birth Certificate must be attached to the Application Form, which is available from the school office or from the school website.

PROCEDURE FOR CHILDREN FROM 2 MONTHS TO 7 YEARS

Parents wishing to register their child will be asked to complete an Application Form and pay a non-refundable £50.00 deposit. Any parent registering their child will be notified of availability, with a start date being confirmed in writing. Places are allocated where vacancies exist.

If no place exists, the child's application is kept on a waiting list until a suitable vacancy arises in the appropriate age group.

ENTRANCE EXAMINATIONS AND SCHOLARSHIPS FOR CHILDREN FROM 7+ TO 11 YEARS (YEARS 3 TO 6)

Places are offered to children in Years 3 to 6, who have passed the school's entrance examination that takes place each spring term, or at other times by arrangement.

Parents complete a short Entrance Examination Application Form, for which there is no charge, if they wish their child to sit the examination.

THE ASSESSMENT PROCESS

The aim of the process is to identify potential. The school is looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in sport, music, drama, art and community activities. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

No specific preparation for the entrance examination is needed. All candidates start on an equal footing, with identical opportunities to display their aptitude and extra-curricular skills.



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SCHOLARSHIPS AND BURSARIES (YEARS 3 TO 6)

Some scholarships are available for children who excel academically or in sport. These are awarded at the discretion of the Head. There are some means-tested bursaries for which parents may apply if they are unable to meet the total level of fees. These are given at the discretion of the Head. Questions about scholarships and bursaries should be addressed to the Bursar.

If the child is successful and parents wish to register their child in the school, they should complete a formal Application Form and pay a non-refundable fee of £100.00. Upon receipt, the school will send the family written confirmation of the place.

EQUAL TREATMENT

The school is committed to equal treatment for all, regardless of a child's race, ethnicity, religion, sexual orientation or social background, special educational needs or disability.

SPECIAL NEEDS

The school does not discriminate in any way. We admit pupils with special educational needs, providing that our pastoral care system can offer the child the support that he/she requires. The school welcomes children with physical disabilities provided that our site can make reasonable adjustments to support the child. We will discuss with parents and their medical advisers, the adjustments that could reasonably be made for the child if he/she becomes a pupil at the school. We advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the Head before proceeding to register the child to identify whether the child's needs can be adequately met within the school environment. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request.

Parents of children who are disabled or become disabled in the course of their time at the school should meet with the Head and Matron to discuss 'reasonable adjustments' to the child's classroom environment. Careful consideration will be given to any proposals of this nature and, where reasonable and reasonably practicable, such adjustments will be made. There may, however, be circumstances where it will not be reasonable or reasonably practicable for the school to accommodate those proposals.

SIBLING POLICY

Most siblings join us at the school. However, admission is not automatic and there may be occasions where we judge that a sibling is likely to thrive better in a different environment.

THE OFFER OF A PLACE

Offers of conditional places at 7+ to 11 years are made in writing. The school is not obliged to state its reasons for rejection of an applicant.



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COMPLAINTS

The school hopes that parents do not have any complaints about our admissions process. A copy of the school's complaints policy can be sent to parents on request and a copy can be located on the school's website. It should be noted that the Parent Complaints Policy is only applicable to parents of pupils already admitted into the school.

- *Please refer to the separate document: Parent Complaints Policy.*

ADDING OR REMOVING CHILDREN FROM THE ADMISSIONS REGISTER

The school adheres to Keeping Children Safe in Education (September 2020). KCSIE recognises that children missing education can be a safeguarding concern, especially where a child leaves the school with no known destination.

The school is required to notify the local authority, within 5 days, when it adds or removes a child from the Admissions Register at non-standard transitions i.e. where a compulsory school-aged child leaves the school before completing the school's final year or joins the school after the beginning of the school's first year. This does not apply at standard transitions (where the child has completed the final year of education normally provided by the school), but the school will provide information to the local authority if requested.

The school understands it has a duty to provide information to the local authority for standard transitions if requested.

Deletions from the Admissions Register

The school will not delete a child from the Admissions Register until the local authority has been informed.

Additions to the Admissions Register

The school will notify the local authority within 5 days of entry to the Admissions Register for non-standard admissions to the school.

CHILDREN MISSING EDUCATION

The school will notify the local authority when a pupil fails to attend school regularly or is absent without leave for more than 10 school days (continuous).

The Admissions Policy was reviewed in September 2020 and will be reviewed in or before August 2021.

BROUGHTON MANOR PREPARATORY SCHOOL POLICIES

NEWPORT ROAD, BROUGHTON, MILTON KEYNES, MK10 9AA



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ADDENDUM COVID-19

During the Coronavirus period, the school will allow school tours from 5:45pm onwards to prospective parents who are interested in enrolling their children. The tours will take place once all school pupils and the majority of staff have left the building, in order to minimise contact and maximise social distancing.

If on the evening there are multiple viewings, staff members who are conducting the tours will communicate with each other to ensure times are staggered so that parents from different households are not in the vicinity of each other.

Temperature checks will be taken prior to entry, and hand sanitising