



## **Broomwood Hall School Limited & Northcote Lodge School Limited**

### **Broomwood Prep – Boys and Broomwood Prep – Girls Admissions Policy September 2023**

#### **1. Introduction**

##### **1.1 Admissions Policy Summary:**

Broomwood Prep – Boys (hereafter, Broomwood Boys) and Broomwood Prep – Girls (hereafter, Broomwood Girls) currently educates boys and girls from Year 4 (aged 8+) – Year 8 (aged 12+). The children are taught at single-sex sites but come together for extension activities beyond the classroom. The schools share some facilities and staff expertise. In September 2023 the main points of entry were in Year 4 and Year 7. From September 2024, the first point of entry will be in Year 3 (aged 7). There are also occasional places available in other year groups, depending on availability.

##### **1.2 Intended Audience:**

Parents who wish their son to attend Broomwood Boys and parents who their daughter to attend Broomwood Girls.

#### **2. Entry Policy**

- 2.1 Year 3 entry – from Broomwood Pre-Prep September 2023:** If your son or daughter attends Broomwood Pre-Prep he or she will automatically move

up to Broomwood Boys and Broomwood Girls as long as everyone agrees that continuing into the prep school is in the best interest of the child.

- 2.2 Sibling Policy:** Broomwood Boys and Broomwood Girls gives priority to younger siblings of boys and girls already at Broomwood. If the sibling does not attend Broomwood Pre-Prep, we will still try to find a place for him or her as long as he or she reaches the minimum required academic standard during the assessment process.
- 2.3 Entrance for external candidates:** Entry is non-selective for boys and girls applying to join from outside Broomwood Pre-Prep, but they will be invited in for a Taster & Assessment Day. We will also require a confidential reference from their current school.
- 2.4 Occasional Place:** There are occasional places available from time to time and candidates take part in an age-appropriate selection process as below. We will also require a confidential reference from their current school.
- 2.5 Offer Process:** Offers are made following a Taster & Assessment Day which includes academic, sporting, and collaborative components. Places are limited due to the priority entry listed above. The school policy is to look at 'the whole boy or girl' and not to judge exclusively on academic prowess.
- 2.6 Registration:** All parents are asked to register their sons or daughters for entry in the November prior to entrance for the following academic year. However, these lists, may be closed earlier depending on the availability of spaces.
- 2.7 Special Education Needs:** If a child is neuro-diverse or has a specific educational need they will only be accepted if the school is confident that they can be properly supported by the resources available within the learning support environment.

### 3. Entry Process

- 3.1 Internal Applicants:** Children at Broomwood Pre-Prep will automatically be registered for entrance to Broomwood Boys or Broomwood Girls as long as everyone agrees that continuing into the prep school is in the best interest of the child.
- 3.2 External Applicants and Registration Forms:** Parents seeking admission for their child from outside Broomwood Pre-Prep must register their son or daughter by filling in a Registration Form.
- 3.3 Registration Fees:** The fee for registering your child at Broomwood Boys or Broomwood Girls is £100 for the first child and £50 for every subsequent child in the family. The registration fee can be paid by Bank Transfer or PayPal

#### **Bank Transfer:**

**Broomwood Prep – Boys** – Account: 31379429 Sort Code: 40-11-60

**Broomwood Prep – Girls** – Account: 81379410 Sort Code: 40-11-60

- 3.4 Closing Date:** The registration closing date is by the end of November in the year prior to entry. Boys and Girls are invited to attend Taster & Assessments in January of the year of entry. They will sit online VR and Non-VR and take part in sporting or other collaborative activities. There is no specific preparation required for these and we advise against special coaching. Late applications will be considered if there is space.
- 3.5 Assessment Results:** Within two weeks of assessment families will receive notification of the following:  
A place has been offered for the following September OR  
The child has been offered a place on the short waiting list OR  
The child cannot be offered a place and is not on the waiting list but may reapply at a later stage.
- 3.6 Deposit:** A £2750 deposit is required to confirm acceptance of a place. Places must be accepted within two weeks. Please note that if the accepted place is cancelled the deposit is non-refundable.
- 3.7 Decisions:** **The decision whether to offer a place will be made by the Head on the basis of consideration of test results and overall impression of the child.**

#### **4. On & Off Rolling**

- 4.1** The school is committed to fulfilling all obligations to the Local Authority with regard to the pupil roll.
- 4.2** All pupils will be included in the admissions register from the beginning of the first day on which the school has agreed or has been notified that the pupil will attend the school. For most pupils, the expected first day of attendance is the first day of the school year.
- 4.3** The school will report to the local authority all joiners and leavers at non-transition times, ie, when a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year. The school will do so by using the reporting template provided by the local authority. This will be done on a rolling basis within **5 working days** of the change occurring.
- 4.4** The template will include, full name, age, date of birth, gender, full home address, contact details, full address of the previous school and/or full address of the future destination, date of the first day of attendance as notified by a parent, and then date confirmed by destination school to our school through telephone, email or scholarship notification. Contact details of future school staff members confirming the child's attendance will also be ascertained.
- 4.5** Schools are also under a duty to provide information to the Local Authority for standard transitions if requested.

- 4.6** Schools are also obliged to notify the local authority when a child or pupil fails to attend school regularly or is absent without leave **for more than 10 school days (continuous)**.
- 4.7** From September 2016, a school's right under to delete a pupil for **non-return within 10 school days** after an authorised leave of 10 school days or more, or after 20 school days of unauthorised absence (in both cases, in the absence of illness or other unavoidable cause), does not arise until the school and local authority have **jointly made reasonable enquiries** (described in the guidance) as to the pupil's whereabouts **and failed**.
- 4.8** As an independent school, the school's right to remove a pupil is also subject to the **Terms & Conditions**.

Victoria Davies Jones, Head of Marketing and Admissions

Alex Solomon, Admissions Manager

Last revision: August 2023