



Broomwood Hall Limited

ADMISSIONS POLICY 2024

Broomwood Pre-Prep

1. Introduction

1.1 Admissions Policy Summary:

Broomwood Pre-Prep currently educates boys and girls from Preschool (aged 3+) – Year 2 (aged 6+). In September 2024 the main points of entry were at Little Broomwood (3+) and Reception (4+). There are also occasional places available in other year groups, depending on availability.

1.2 Intended Audience:

Parents who wish their children to attend Broomwood Pre-Prep

2. Entry Policy

- 2.1 Registration for Little Broomwood:** parents are asked to register their child by the September after their first birthday. Parents who miss this date should enquire as spaces might become available.

- 2.2 Registration for Reception:** parents are asked to register their child by the September after their second birthday. Parents who miss this date or fail to reply to the offer should enquire as spaces might become available.

3. Offers

- 3.1 Little Broomwood Offers:** Offers will be made in the October after a child's first birthday to those that have already registered and visited. Entry at Little Broomwood will lead to a place at Reception and then onto Broomwood Boys and Broomwood Girls if everyone agrees that continuing into the Prep school is in the best interest of the child.
- 3.2 Reception Offers:** Offers will be made in the October after a child's first birthday to those who have registered and visited. Those qualifying as priority – see point 4 below will be informed 2 weeks before further places are offered to all children. Offers are made on a first come first served basis.
- 3.3 Acceptance:** Offers must be accepted within four weeks of issue.
- 3.4 Waiting List:** Children who miss the deadline for registration and visiting and who cannot be offered a place for Reception or for Little Broomwood will be placed on our waiting list.
- 3.5 Appeals:** Admission to Broomwood is at the discretion of the head. If parents would like to appeal the decision, they can do so by contacting the Governors <https://www.broomwood.com/about-broomwood/governance/>

4. Priority Entrance

- 4.1 Reception:** We offer priority entrance for Reception to the following groups: Little Broomwood, Siblings, children of alumni and children from nurseries that are part of the Dukes Education family.
- 4.2 Sibling Policy:** Broomwood Pre-Prep gives priority to siblings (applying to join at any stage) of boys and girls already at Broomwood and to children of alumni.
- 4.3 Occasional Place:** There are occasional places available from time to time and candidates take part in an age-appropriate selection process. We will also require a confidential reference from their current school.

5. Special Educational Needs

- 5.1 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.

6. Admissions Fees

6.1 Registration Fees: The fee for registering your child at Broomwood is £120 (inclusive of VAT). The registration fee can be paid by Bank Transfer or PayPal

Bank Transfer:

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

6.2 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.

7. Student Sponsorship

7.1 Broomwood holds a licence to sponsor Child Student Visas (formerly Tier 4 visa). If a child requires the School to sponsor a visa to study at the School, the following is required.

7.1.1. Full offer acceptance (signed Acceptance Form, £2,750 deposit and copy of child's passport/birth certificate)

7.1.2. Payment of a year's fees in advance.

7.1.3. Payment of the £1000 CAS Administration Fee (+20% VAT)

7.2. Sponsored students and their dependent parent are required to adhere to all responsibilities as outlined in the 'Sponsored Student Responsibilities' document that is emailed along with the offer letter and termly once the child joins the school.

7.3. Sponsored students must meet our EAL requirements, if additional EAL support is required this may be charged for. It is expected that sponsored students complete their course as specified in their Course End Date on their CAS Form.

7.4. If a pupil, for any reason, is unable to arrive and start their course on-time, the School must undertake an Academic and Pastoral Review to determine if the student is still able to access, progress and complete the course. An Academic and Pastoral Review will take place if a pupil does not arrive and start within 3 weeks of the published course start date. A review may take place earlier if the School feels it appropriate. Following the review, the School will decide whether:

7.4.1. The pupil can access, progress and complete the course and the offer remains in place pending any subsequent reviews.

7.4.2. The pupil with additional support, can access, progress, and complete the course. Details of that support will be provided.

7.4.3. The pupil will not be able to access, progress or complete the course and the offer will be revoked.