



Broomwood Hall Limited & Northcote Lodge School Limited

ADMISSIONS POLICY SEPTEMBER 2024– 2025

Broomwood Prep – Boys and Broomwood Prep – Girls

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 3 (aged 7+) – Year 8 (aged 12+). The children are taught at single-sex sites but come together for extension activities beyond the classroom. The sites share some facilities and staff expertise. In September 2024 the main points of entry were in Year 3 and Year 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 wish their daughter to attend Broomwood Girls.

2. Entry Policy

2.1. Year 3 entry – from Broomwood Pre-Prep September 2024: 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 and recent school report.

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 new 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. We are happy to consider entrance outside these times if we have space.

2.7. Special Education Needs: If a child applying to join the school is neurodivergent and/or requires additional learning support, we will carefully consider whether their needs can be met. As a mainstream school with an inclusive approach, we are able to make reasonable adjustments to provision, resources and support for our SEND pupils. We therefore ask that any learning differences, previous concerns, support history and/or specialist assessments are shared with the school so that we may make an informed decision regarding each child's application.

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 £120, inclusive of VAT. 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:
 - 3.5.1. A place has been offered for the following September OR
 - 3.5.2. The child has been offered a place on the short waiting list OR
 - 3.5.3. 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.
- 3.8. **Appeals:** If parents would like to appeal the decision, they can do so by contacting the Governors <https://www.broomwood.com/about-broomwood/governance/>

4. Student Sponsorship

- 4.1. 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.
 - 4.1.1. Full offer acceptance (signed Acceptance Form, £2,750 deposit and copy of child's passport/birth certificate)
 - 4.1.2. Payment of a year's fees in advance.
 - 4.1.3. Payment of the £1000 CAS Administration Fee (+20% VAT)
- 4.2. 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.
- 4.3. Sponsored students must meet our EAL requirements, if additional EAL support is required this may be charged for.
- 4.4. It is expected that sponsored students complete their course as specified in their Course End Date on their CAS Form.
- 4.5. 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.
- 4.6. 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:

- 4.7.** The pupil can access, progress and complete the course and the offer remains in place pending any subsequent reviews.
- 4.8.** The pupil with additional support, can access, progress, and complete the course. Details of that support will be provided.
- 4.9.** The pupil will not be able to access, progress or complete the course and the offer will be revoked.

Victoria Davies Jones, Head of Marketing and Admissions
Alex Solomon, Admissions Manager
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