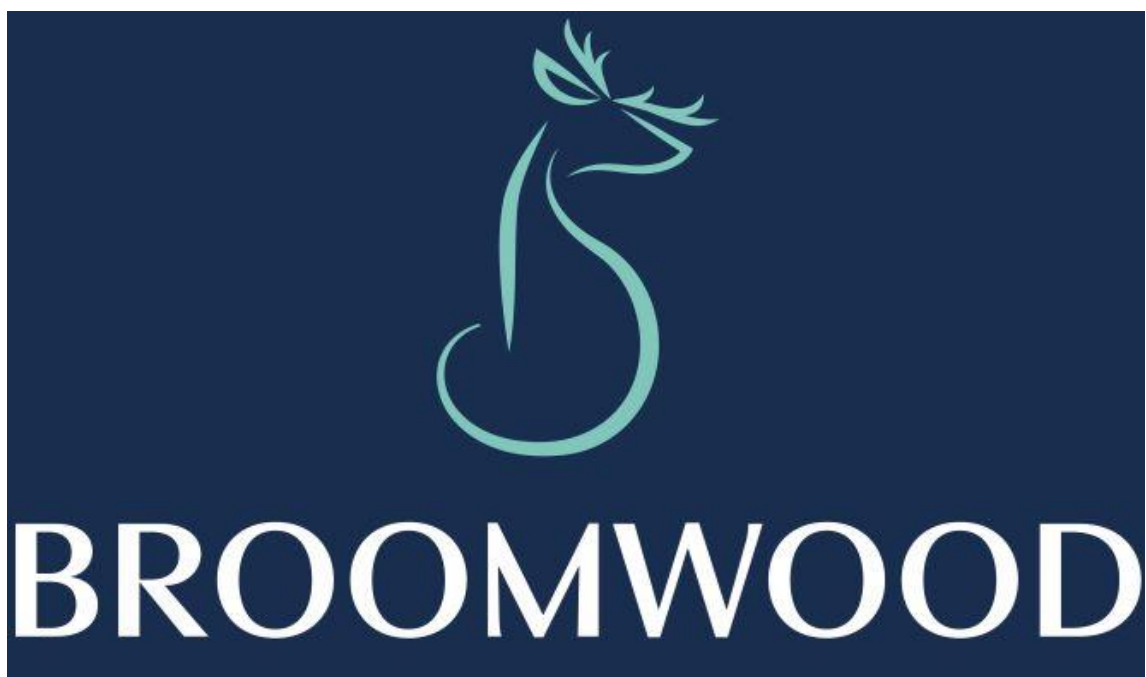




Broomwood Hall Limited

ADMISSIONS POLICY SEPTEMBER 2026

Broomwood Pre-Prep

1. Introduction

1.1	Admissions	Policy	Summary:
			Broomwood Pre-Prep currently educates boys and girls from Pre-School (aged 3+) to Year 2 (aged 6+). As of, September 2026, 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 encouraged to register their child from birth.
- 2.2 Registration for Reception:** Parents are also asked to register their child from birth and latest by the September after their second Birthday. Parents who fail to reply to an offer can ask to be placed on a list should an occasional place become available.

3. Offers

- 3.1 Little Broomwood Offers:** Offers are made in the Autumn Term, two years preceding the date of entry and are conditional on receipt of a registration fee and having visited the school. Entry at Little Broomwood will lead to an automatic place at Reception, continuing through the Pre-Prep and then onto Broomwood Boys or Broomwood Girls if everyone agrees continuing into the Prep school is in the best interest of the child.
- 3.2 Reception Offers:** Offers are made in the Autumn Term, two years preceding the date of entry and are conditional on receipt of a registration fee and having visited the school. Those qualifying as priority (see point 4, below) will be informed 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:** Should the deadline for registration and visiting be missed and an offer not given, the child 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 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.

6. Admissions Fees

- 6.1 Registration Fees:** The fee for registering your child at Broomwood is £174, 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 four weeks. Please note that if the accepted place is cancelled the deposit is non-refundable.

Jordon-Lee Squibb, Interim Director of Marketing and Admissions

Harriet	Lombard,	Director	of	Marketing	and	Admissions
Alex	Solomon,	Admissions				Manager
Last	revision:	September				2026