



## ADMISSIONS POLICY & PROCEDURES

Highfield and Brookham School is a mainstream co-educational independent boarding and day school for pupils from ages 2 to 13. The school can accommodate up to 477 pupils of whom approximately 130 can board.

This Admissions Policy should be read in conjunction with the school's contractual terms and conditions, the (SEND) Policy, the Diversity, Equity and Inclusion Policy and the Accessibility Plan and Disability Equality Scheme. Highfield and Brookham is keen to develop its aims of inclusivity and diversity through its admissions processes. The school seeks to provide a first-rate day and boarding education, supported by an inclusive ethos, ensuring every child is treated equally and respected, so that they are happy, fulfilled and secure. Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Highfield and Brookham School is committed to equal treatment for all.

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 are always delighted to welcome prospective parents and their children to the school. These visits involve a meeting with the Head and a tour of the school. Please contact our Admissions Registrar, Charlotte Cottrell, on 01428 728 000 or email at [admissions@highfieldandbrookham.co.uk](mailto:admissions@highfieldandbrookham.co.uk) to arrange a visit.

We also hold a number of Open Days during the year. These provide a general introduction to the school and details are published on our website [highfieldandbrookham.co.uk](http://highfieldandbrookham.co.uk)

Applications for admission to Highfield and Brookham can be made at any time. In order to register a prospective pupil at Highfield and Brookham School, all parents are required to complete the registration form and pay the non-returnable registration fee (current fees are displayed on the school's website). Registration does not guarantee a place but does ensure that the pupil will be considered for admission.

In the Early Years Foundation Stage (EYFS), numbers are limited due to room sizes and staff ratios. Therefore, in any age group, those who apply and satisfy the admissions criteria will be offered places in order of registration. Siblings of children already attending Highfield and Brookham (and still in attendance on the date of joining) will be given priority as well as those children intending to progress through from the Nursery to Reception.

Siblings of children already attending Highfield and Brookham (and still attending on the date of joining) will be given priority as well as those children intending to progress through Highfield and Brookham School.

At the point of registration and before a taster day, parents must disclose any additional information pertaining to their child. This includes health and medical conditions, any learning difficulty, disability or special educational need as well as any behavioural, emotional and/or social difficulties. If their child has any additional learning need and they must also provide any assessment reports e.g.: EP, CP, OT, SaLT etc. detailing the need of the child, and any support received to date, or recommended. Failure to disclose at this time may result in the pupil's place being reviewed should their needs be such that the school cannot provide the appropriate support.

The main focus of our admissions process is on understanding the whole child, and on determining how well they are likely to adapt to, benefit from, and contribute to the educational experience. Where a child proposes to join Highfield and Brookham School from another school/setting, emphasis is placed on their performance and conduct at their current school and the comments of their Head. This information is obtained via reports and references requested from the child's current school/nursery.

### **APPLICATION – EARLY YEARS FOUNDATIONS STAGE (Nursery & Reception)**

Up to eighteen months before admission, parents whose children's names who are registered will be contacted to confirm their continued interest. No formal assessment is made at this point of entry but, depending on age, the school will have a discussion with the parents regarding the individual child's previous setting experience, characteristics and any additional information that might be relevant. Children entering Big Bears or Reception will be invited to attend a taster visit.

Children can join the Nursery from two years of age. Our Nursery operates 34 weeks of the year. Children who turn two in the academic year (Tiny Bear Cubs) or they turn three in the academic year (Little Bear Cubs) must attend a minimum of two mornings per week. To help prepare them for the transition up to Reception, children in the academic year in which they turn four (Big Bear Cubs) must attend a minimum of three mornings with lunch per week.

Nursery session timings are as follows:

- Morning sessions 8.20am – 11.20am
- Mornings including lunch 8.20am – 12.20pm
- Full days 8.20am – 3.20pm

Existing Nursery children will be expected to continue through to Highfield and Brookham School unless two terms notice is given as per our Terms and Conditions.

Children are admitted to Reception the academic year in which they turn five years old, without any formal assessment. Children will be observed on their visits prior to joining to ensure they will be able to access the curriculum and that they can thrive at the school. A copy of their nursery report and learning journey (if available) will also be taken into consideration.

Though Reception is full time, we offer Friday afternoons as a flexible session, as some of the children are very tired by the end of the week.

Parents of three and four-year-olds are eligible to receive the 15 hours free early education and childcare allowance (Appendix 1).

### **APPLICATIONS – PRE-PREP (Year 1 & Year 2)**

Twelve to eighteen months before admission, parents whose children's names who are registered will be contacted to confirm their continued interest. Children are invited to a taster day. During their visit the child will be informally assessed in literacy and maths and observations will be taken and recorded. The Head of the candidate's current school may be asked to provide a written reference as to the candidate's ability, attitude and behaviour, involvement in the school community, talents and interest and any other exceptional circumstances such as special educational needs or a disability.

Entry requirement for children joining Year 1 and Year 2 is that they should be of at least national average academic ability. However, the main focus of our admission process is on understanding the 'whole child'. Our admissions process is designed to identify pupils who are able to benefit from our challenging, balanced and well-rounded mainstream education and to make a positive contribution towards the life of the school.

### **APPLICATIONS – PREP SCHOOL (Year 3 - Year 8)**

Twelve to eighteen months before admission, parents whose children's names who are registered will be contacted to confirm their continued interest. Children are invited to a taster day. During their visit the child will be informally assessed in literacy, maths, verbal and non-verbal reasoning and observations will be taken and recorded. The Head of the candidate's current school may be asked to provide a written reference as to the candidate's ability, attitude and behaviour, involvement in the school community, talents and interest and any other exceptional circumstances such as special educational needs or a disability.

Entry requirement for children joining Year 3 and above is that they should be of at least national average academic ability. However, the main focus of our admission process is on understanding the 'whole child'. Our admissions process is designed to identify pupils who are able to benefit from our challenging, balanced and well-rounded mainstream education and to make a positive contribution towards the life of the school.

### **INTERNATIONAL APPLICATIONS**

For international applicants requiring a place from Year 4 upwards, online assessments in literacy, maths, verbal and non-verbal reasoning will be held as well as an interview with Head. Any applicants seeking places for entry into Year 3 and below are interviewed by either the Head or the Head of the Pre-Prep.

It is the responsibility of the parents of foreign national children to check that their children have the right under their UK entry conditions to study at Highfield and Brookham School before applying for a place. The school may ask to see evidence of a child's right to study in the UK when parents accept the offer of a place at Highfield and Brookham. Highfield and Brookham hold a Child Student Sponsor Licence and can provide a Confirmation of Acceptance for Studies (CAS) for pupils offered a place. For more information, visit the visa information page on the school's [website](#).

Like all UK institutions and organisations, admissions staff check and review updates to the UK Sanctions List to avoid financial transactions with named individuals, companies or banks.

Registered children for whom English is not their mother tongue are required to have sufficient spoken and written English to be able to participate fully in school life. We aim to distribute our children with EAL as evenly as possible across our year group classes and boarding dormitories in order to ensure they are fully integrated within the school and motivated to use their English at all times. It is expected

that our international pupils will require two EAL lessons per week these will incur an additional recharged cost. The number of lessons received each week will be reviewed on a half termly basis. This will be discussed between the child's parents, or their agent and the Head of EAL.

### **SPECIAL EDUCATIONAL NEEDS**

We do not unlawfully discriminate in any way regarding entry or provision of education. We welcome pupils with Special Educational Needs and Disabilities (SEND), providing that our Learning Support Department can offer them the support they require; cater for any additional individual needs and our site can accommodate them. We aim to ensure that all our pupils, including those with special educational needs and/or disabilities, are provided with a safe and inclusive environment in which to learn.

We require parents of children with special educational need and/or disability to discuss their child's needs with the school at the point of registration so that we can assess their child's individual needs and consider reasonable and adequate provision for the child. Parents should provide, with the Registration Form, a copy of any educational psychologist's reports, medical reports or other relevant assessments if they have them. This is so that the school can assess a child's needs and consult with parents about any adjustments that can reasonably be made, thereby ensuring that the child will be able to access the mainstream education offered, ensuring that the child can be kept healthy and safety, and that the school can maintain the health and safety of others.

The school will discuss thoroughly with parents (and the child's medical advisers, if appropriate) the adjustments that can reasonably be made for the child, if he/she becomes a pupil at either one of the school. This is to ensure that the prospective pupil is not put at a substantial disadvantage compared to a pupil who is not disadvantaged because of a disability.

In most cases, the class or subject teacher will meet a pupil's individual and additional needs within the classroom. However, where a pupil needs further support, the Learning Support Department provides access to specialist trained teachers who offer one-to-one learning support lessons at an additional cost to parents.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's disability. For example, if, despite reasonable adjustments, we consider that a prospective pupil will not flourish or be able to access the education offered, or that the child's health and safety or those of other pupils or staff may be put at risk, or where attendance here may otherwise not be in the child's best interests, we reserve the right to decline a place at the school. As the child moves up the school there will be regular communication from the Head of Learning Support in relation to their progress.

### **BURSARIES**

As part of our centenary celebrations in 2007, Highfield and Brookham School created an award scheme offering funded school places for children who would draw exceptional benefit from joining the school. Children offered Centenary Awards are funded jointly by the Bursaries Fund, and the school, which matches awards made by the fund. More information can be found at <https://highfieldandbrookham.co.uk/admissions/bursaries/>

## **AWARDING OF PLACES**

In order to offer a place at the school we must be satisfied that this will be in the child's best interests, that the child will be able to access the education offered and that we are able to ensure the child's health and safety and the health and safety of others.

Parents accept the offer of a place at Highfield and Brookham School by paying the Acceptance Deposit (current fees are displayed on the school's website).

Further conditions of admission, fees, deposit and other matters including provisions about notice are set out in the school's Terms and Conditions and on the schools' website. Please note that the acceptance deposit is non-refundable if your child does not take up his/her place at the school or does not continue from Nursery until at least the first term of Reception. Parents will be liable for fees according to the school's standard fee schedule, which is displayed on the school website.

It is assumed that if the pupil satisfies the relevant criteria at the time s/he will progress through the school and will ultimately complete Year 8. The parents will be consulted before the end of the Spring Term if there appears to be any reason why the pupil may not continue onto the next year of the school.

Children may stay at the school until the end of the academic year in which they are 13 years old, National Curriculum Year 8. Some children also depart for senior school at the end of Year 6 (11+) or Year 7 (12+) and they are suitably prepared for their entrance examinations.

Parents' and prospective pupils' details will be retained on file with due regard to data protection legislation and the school's privacy notice. We will not hold personal data for longer than is necessary for our lawful purposes of processing a pupil's registration and/or entry to the school. This will generally be until the child is too old to attend the school. Data may also be retained for longer to deal with any ongoing matters or queries arising from the registration.

<b>SC/SEB</b>	<b>September 2022</b>
<b>SC</b>	<b>August 2023</b>
<b>SC</b>	<b>May 2024</b>
<b>SC</b>	<b>October 2024</b>

**Review date: June 2025**

## Appendix 1

### Free Entitlement

#### Early Years Foundation Stage

Parents of three and four-year-olds at Highfield and Brookham School are able to receive the 15 hours free early education and childcare allowance.

The government commitment for free entitlement for three and four-year-olds is based upon covering the cost of 15 hours a week of nursery education for 38 weeks a year. Our normal school year is less than 38 weeks. Consequently, West Sussex County Council agrees to pay a pro rata sum taking into account the number of weeks the children attend Highfield and Brookham School. We offer three hours Free Entitlement each day, **against the afternoon hours only**, five days per week. You are not required to access the full 15 hours per week, and these hours can be shared with another establishment.

#### Nursery

The Nursery is made up of Tiny Bears, Little Bears and Big Bears. Big Bears (children in the academic year in which they turn four years old) attend a minimum of three morning sessions with lunch a week. Tiny Bears (children in the academic year in which they have turned two years old) and Little Bears (children in the academic year in which they turn three years old) attend a minimum of two morning sessions a week.

- Morning sessions: 8.20am – 11.20am.
- Extended mornings including lunch: 8.20am – 12.20pm.
- Full days: 8.20am – 3.20pm.

Parents will be liable for fees according to the school's standard schedule. Where a child is eligible for the Free Entitlement sessions, your invoice will reflect a nil charge for that element and the school will apply for the grant. **(Free Entitlement will only be valid as long as the Parent Declaration Form is completed in advance each term).**

Regulations regarding the Free Entitlement Grant are issued on an annual basis by the local authority, West Sussex. Highfield and Brookham School reserves the right to withdraw from the scheme should the regulations prevent the school from fulfilling its obligations or meeting its overall objectives as an independent school.

#### Reception

The reception classes are for children in the academic year in which they turn five years old.

Where children attend one of the Reception classes, they will be eligible for the full Reception fee. As in Nursery, where a child is eligible for the Free Entitlement sessions, your invoice will reflect a nil charge for that element and the school will apply for the grant. **(Free Entitlement will only be valid as long as the Parent Declaration Form is completed in advance each term).**

The school does not offer any 30 hours free entitlement places.