

Broomfield House

ADMISSIONS POLICY & PROVISION OF INFORMATION

This Policy, which applies to the whole school including the Early Years Foundation Stage (EYFS), is publicly available on the School website and upon request a copy, (which can be made available in large print or other accessible format if required), may be obtained from the School Office.

Legal Status:

- Complies with the Education (Independent Schools Standards) (England) (Amendment) Regulations currently in force

Applies to:

- the whole school including the Early Years Foundation Stage (EYFS), out of school care, the after school clubs, the holiday clubs and all other activities provided by the school, inclusive of those outside of the normal school hours;
- all staff (teaching and support staff), the proprietor and volunteers working in the school.

Other relevant documents:

- Single Equalities Policy
- Special Educational Needs and Disability Act (SENDA)
- Attendance Policy
- Inclusion Policy

Availability

- This policy is made available to parents, staff and pupils in the following ways: via the School website and on request, a copy may be obtained from the School Office.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Headteacher.
- The Proprietor (who is also the Headteacher) undertakes an annual review of this policy and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

Signed:



Last reviewed: Dec 2018

Next review: Dec 2019

Mr Norton York
Headteacher and Proprietor

Elaine York
Proprietor

Admissions

All applications for admission to Broomfield House School require the completion of the Registration Form and payment of the Registration Fee (which is non-refundable). The forms are available from the website or the school and should be returned to the School Office.

At Broomfield House School we are registered to care for and educate children from the age of three years to eleven years. To register, a parent completes the Registration Form (which requests details of the child's full name, date of birth, the name and address of every parent etc.). The child will then be either offered a place on our main list (with a guarantee of an offer of a place) or placed on the waiting list for the desired entry date and a letter to this effect is sent to the parents. No child is refused entry on the grounds of race, ethnicity, gender, religion or sexual orientation.

We require confirmation of the date of birth of a child.

School Address and Proprietor

Proprietor & Headmaster – **Mr Norton York MA M.Phil**

Co-Proprietor – **Elaine York BA (hons)**

Address – Broomfield House School, Broomfield Road, Kew Gardens, Surrey TW9 3HS. Telephone: 0208 940 3884.

Email for general enquiries: office@broomfieldhouse.com

Headmaster email: head@broomfieldhouse.com

Headmaster emergency out of hours mobile phone number: 07956 320300

Headmaster emergency out of hours email address: nortonyork@hotmail.com

Assessment Procedure

The assessment procedure for pupils seeking to join the school in KS1 and KS2 will involve a formal written assessment, usually comprising of a Maths and English test. This is to assess their current level of learning in order that we can provide an appropriate educational programme.

As part of our admissions procedure we give priority to younger siblings of existing pupils at Broomfield House School; siblings of children on our main or waiting lists for Broomfield House School; children of past Broomfield pupils; children of past and present staff; children who are attending either of our two related nursery schools – Kew Montessori in Kew Gardens, and Sunflower St Margaret's Montessori in Twickenham.

Prior to the child's start at the school the parents or guardians must have completed and signed the:

- *Registration Form*
- *Acceptance Form which confirms acceptance of the Terms and Conditions*
- *Pupil Information Form*

This provides Broomfield House School with the following vital information and informs the parents of the basic standards of behaviour and the attitude towards teaching and learning that the school expects and requires.

- Name, home address and date of birth of each child
- Starting date
- Name, address, telephone numbers and emails of parents or guardians (including both parents if they are separated/divorced)
- Details of all those who have parental responsibility for the child(ren)
- Telephone numbers of other emergency contacts
- Special Diets
- Arrangements for collection for younger children or those with special needs that makes collection by an adult essential
- Name, address and telephone number of the child's GP Practice
- Medical details
- Details of any allergies

- Any special education needs or disabilities inclusive of specific learning difficulties
- Trips, Photo, Data Protection and Tapestry consent

Parents or guardians will also be asked to provide the school with any further information which they feel will enable us to take that best possible care of their children. We will make enquiries about families where we don't have the information and make every attempt to obtain the missing information.

The admissions procedure for Broomfield House School is as follows:

- On receiving an enquiry from a person considering placing a child here, record the person's and child's names, child's gender and age, address, telephone numbers, other contact information and proposed date of entry. Arrange a time to visit and/or send out any information they request.
- On visiting the School, the adults should be taken around the school and be given comprehensive information. Key personnel should speak with them.
- At the end of the visit the registration form is given to them if needed.
- The child may be invited to spend half a day (or days) in School.
- Those to undertake base-line assessments are to be informed so that these can be done.
- Reports from previous schools, educational psychologists or other relevant experts are to be requested.
- On completion of the above, the School will decide whether or not to offer a place. If an offer is made, parents are required to sign the Acceptance Form and pay the deposit.
- At this point, then the child's place is confirmed by the School.
- When a child has enrolled, the parents/guardians names should be added to the list to receive information on the school and invitation to events, along with parents already enrolled.
- A place will be offered based on availability and in accordance with the *Code of Practice for Schools, Disability Discrimination Act 1995 Part 4* and Schedule 10 of the Equality Act 2010

For more details please see the *Prospectus*, *website* and *Registration form* and *Terms and Conditions*.

Special Educational Needs

Where a child who has an Education, Health and Care (EHC) Plan joins Broomfield House School, we will always consult with parents and, where appropriate, the Local Authority to ensure that the required curriculum is provided for as set out in the Statement, including the full National Curriculum if this is specified. We will also co-operate with the Local Authority to ensure that relevant reviews, including the annual review, are carried out as required by regulation and best practice. The school will make reasonable adjustments to meet the needs of children with a statement of special educational needs. Any additional services that are needed to meet the requirements of the Statement or additional services such as dyslexic tuition will be subject to charge. This will be either directly to the parents, or the Local Authority if they are responsible for the fees and the Broomfield House School is named in the Education, Health and Care (EHC) Plan. Our school has a policy and procedures for children with *Special Educational Needs and Disabilities* (SEND).

English as an Additional Language

Our school will make provision for children who have English as an additional language, (EAL) in the assessment procedure. We do not regard children as having a 'learning difficulty' solely because the 'language or medium of communication of the home is different from the language in which he or she is or will be taught' (Education Act 1996, Section 312(1), (2) and (3)). However, pupils for whom English is an additional language (EAL) will be provided with appropriate support provided they meet Broomfield House academic criteria. They will be assessed to gauge the support that may be needed in order to ensure equal access to the curriculum along with all other aspects of life at Broomfield House. Our school has a policy and procedures for pupils requiring *English as an Additional Language* (EAL).

Reporting to parents.

As part of the process of keeping parents informed about their children's progress, Broomfield House School provides once a term reports about the children. These reports are for the whole school including the Early Years

Foundation Stage (EYFS). In the Autumn and Spring terms these are prior to a Parents' evening meeting with the relevant class teacher and at the end of the Summer term a full report is sent home.

Academic Performance

We publish the academic performance on our website for the preceding school year, including the results of senior school 11+ examinations taken by our Year 6. These are available on:

<http://www.broomfieldhouse.com/Senior-School-exam-results>

Inspection Reports.

A copy of the report of any inspection of the school is available from the school website on:

<http://www.broomfieldhouse.com/Inspection-Reports>

Safeguarding.

The school's safeguarding policy is available to the public on our website at

<http://www.broomfieldhouse.com/Policies> . The Designated Safeguarding Lead (DSL) for Broomfield House School is Mrs Susie Byers, Deputy Headteacher (Personal Development); and the Deputy DSL is Mr Norton York, Headteacher. The parents of Broomfield House School should be aware that the school has a duty to safeguard and promote the welfare of children who are their pupils. This responsibility necessitates a safeguarding policy and this school may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.

Complaints Procedure.

The school has a complaints procedure which is available to parents on the school website at <http://www.broomfieldhouse.com/Policies>, and which is given to parents as part of the starter pack.

School policies and procedures in the public domain

School policies are available on the school website at <http://www.broomfieldhouse.com/Policies>.