



# Bricklehurst Manor School

## Admissions Policy

**This policy is made available to parents and is readily accessible upon request from the school office.**

**The content of this policy applies to all members of Bricklehurst Manor School, including the Early Years.**

**Bricklehurst Manor School** is a co-educational independent school for pupils from ages 3 to 11 years. The school has one form entry although will consider a larger intake, and therefore split classes as necessary.

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable, and as such we encourage prospective parents to look around the school. We hold a number of Open Days throughout the year, which give a general introduction to the school and details of which are published on our web site. We are also very happy to welcome prospective parents and their children at other times.

The school has a Registrar, Mrs Teresa Boneham, who handles all enquiries about admissions. She is available by telephone on 01580 200448 or email at [office@bricklehurst.co.uk](mailto:office@bricklehurst.co.uk).

### **THE ENTRY PROCEDURE**

Bricklehurst Manor School is a non-selective school.

The usual points of entry are at 3 years of age (Kindergarten) or 4 years of age (Reception), and at 7 years of age (Year 3 / Start of the Prep department). If we have spaces then we may also admit children at other points in the school.

Entry is via the waiting list which is accessed by the registration process. Should the waiting list become oversubscribed, then preference will be given as follows:

- Children with siblings
- Children joining in the kindergarten expressing the wish to continue through the school
- Date of registration

To register, a non-refundable fee of £50 together with the registration form should be submitted to the office. Once registered, parents will be kept informed of the status of their place on the waiting list. In the term prior to entry, the pupil will be invited for a taster day. The pupil may be asked to sit a reading test, or any other test as determined by the Headteacher and depending on the year of entry. This will only be administered with parental consent and purely for information to facilitate the pupil's entry.

## **EQUAL TREATMENT**

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. Bursaries may be offered in order to make it possible for children who would benefit from our balanced and well-rounded curriculum and who will make a positive contribution towards the life of the school, to attend the school. This will be assessed on the pupil's taster day and via the previous school's reports.

Bricklehurst Manor School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background.

## **SPECIAL NEEDS**

We do not discriminate in any way regarding entry. We welcome pupils with special educational needs, providing that our Learning Support Department can offer them the support that they require. We welcome pupils with physical disabilities provided that our site can cater for them. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the Headteacher before he or she attends a taster day, so that we can make adequate provision for him/her. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request, for example for extra time or other special arrangements.

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school.

## **SIBLING POLICY**

Most siblings join us at Bricklehurst Manor School. However, admission is not automatic, and there may be occasions where we judge that a sibling is likely to thrive better in a different environment.

## **SCHOLARSHIPS**

The aim of the process is to identify potential. We are looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. The school has strong academic traditions as well as in music, drama, and art. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

We do not assess candidates for entry who are below the age of 7 years.

All other candidates for entry sit papers in English, Maths and Reasoning, which are designed for their age group.

All candidates attend a taster day of as part of our assessment process for each age group.

Bricklehurst Manor School may offer a scholarship for excellence in:

- Academic subjects
- Music

Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, the scholar is offered a reduction in the fees throughout his/her time at Bricklehurst Manor School.

Music scholarships may be awarded to outstanding musicians who play any instrument or sing with exceptional ability. They will be required to perform 2 short pieces on an instrument and complete aural and practical tests. They will also be interviewed with the Director of Music, or a member of the Music Department. He/she will be expected to demonstrate enthusiasm for and commitment to music, and will be expected to make a contribution to the musical life of the school throughout their time at the school.

## **BURSARIES**

Bursaries are only offered to families who are resident in the UK. Bursaries may be subject to an application to an external company. Please speak to the Proprietor or Head Teacher for further details.

## **RELIGIOUS BELIEFS**

Although Bricklehurst Manor School has Christian roots, we do not select for entry on the basis of religious belief. However, the school attends St Peter's Church in Stonegate to celebrate Harvest Festival and Christmas and all pupils are expected to attend.

## **SCHOOL'S CONTRACTUAL TERMS & CONDITIONS**

Copies are made available to parents as part of the admissions process.

## **COMPLAINTS**

We hope that you and your child do not have any complaints about our admissions process; but copies of the School's complaints procedure can be sent to you on request.

### **Review**

This policy was most recently reviewed in July 2018 by Mrs Christine Flowers. It will be reviewed as it is deemed appropriate, but no less frequently than every 2 years. The policy review will be undertaken by the Head Teacher, Mrs Christine Flowers, or a nominated representative.