



## Admissions Policy

Highfield School is a mainstream co-educational independent boarding and day school for pupils from ages 8 to 13. The school can accommodate up to 300 pupils of whom approximately 130 can board.

Brookham School is a mainstream co-educational independent pre prep school for pupils from ages 2 years to 8 years. The school can accommodate up to 220 day pupils.

This Admissions Policy should be read in conjunction with the School's contractual terms and conditions.

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 Headmaster of Highfield or the Headteacher of Brookham and a tour of the School.

For Highfield please contact our Registrar, Mrs Caroline Lukic on 01428 728000 or email her at [admissions@highfieldandbrookham.co.uk](mailto:admissions@highfieldandbrookham.co.uk) to arrange a visit.

For Brookham please contact our Registrar, Mrs Charlotte Cottrell, on 01428 722005 or email her at [admissions@highfieldandbrookham.co.uk](mailto:admissions@highfieldandbrookham.co.uk)

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 [www.highfieldandbrookham.co.uk](http://www.highfieldandbrookham.co.uk)

### **ADMISSION PROCESS**

In order to register a prospective pupil at Highfield and Brookham Schools, all parents are required to complete the Registration Form and pay the non-returnable Registration Fee (relevant fees from time-to-time are displayed on the School's website). Registration does not guarantee a place, but does ensure that the pupil will be considered for admission.

Parents must also disclose their child's medical information upon registration.

We do not formally assess prospective pupils for entry to Highfield or Brookham Schools; however, where possible, children are invited to a taster session, when observations will be taken and recorded. In order to offer a place at the School we must be satisfied that this will be in the child's best interests and we can ensure the child will be able to access the challenging and varied mainstream education offered and that we are able to ensure the child's health and safety and the health and safety of others.

Parents must disclose, if their child has any additional learning needs at time of application and before a taster day to ensure the child's needs can be met. They must also provide any assessment reports e.g.: EP, CP, OT, SaLT etc. detailing the needs of the child, and any support received to date, or recommended. Failure to disclose at this time may result in a pupil being asked to leave the school should their needs be such that the school cannot provide the appropriate support.

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

Further conditions of admission, fees, deposit and other matters are set out in the School's Terms and Conditions and on the Schools' website. ]

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 Schools. Data may also be retained for longer to deal with any ongoing matters or queries arising from the registration.

### **Brookham Nursery and Pre-Prep**

Children can join our Nursery in Liphook from the moment they turn 2 years of age. Our Nursery operates 34 weeks of the year. Children who are two years of age or in the academic year when they turn three 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 must attend a minimum of three mornings with lunch per week.

During the morning sessions each week, there will be music, Spanish, PE, dance and swimming in the school pool. All of these areas will be taught by specialist teachers with the support of the nursery staff.

If nursery children stay for the afternoon, the children have the opportunity to learn inside and outside, through well planned activities and child initiated play. They will also have the opportunity to attend Forest School.

- Morning sessions : 8.15am – 11.45am
- Mornings including lunch : 8.15am – 1.00pm
- Afternoon sessions : 12.15pm – 3.15pm
- Full days : 8.15am – 3.15pm

Priority for space in the afternoons will be given to those who are attending full days.

Children are admitted to Brookham Reception the academic year in which they turn five, without any formal assessment. Though Reception is fulltime, we offer Friday afternoons as a flexible session, as some of the children are very tired by the end of the week. As in Nursery, each week reception children are taught by specialist teachers for music, Spanish, PE, dance and swimming. They also have weekly Forest School sessions.

Parents will be liable for fees according to the schools standard fee schedule, which is displayed on the School website.

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 at Brookham. Where a child proposes to join Brookham from another school/setting, emphasis is placed on their performance and conduct at their current school and the comments of their Headteacher.

Parents of three and four-year-olds at Brookham School are eligible to receive the Government Free Entitlement Grant. Regulations regarding the Free Entitlement Grant are issued on an annual basis by the local authority, West Sussex. 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.

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. At Brookham, 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 Brookham School. Please see Appendix 1, which gives more details about the Free Entitlement at Brookham.

### **Highfield**

Children usually enter Highfield in the academic year in which they turn nine, National Curriculum Year 4, or when they turn 10 or 11, in Years 6 and 7. Children may be accepted into Highfield in other academic years if space allows, and if they are of a suitable standard academically.

It is assumed that a child who attends Brookham Nursery and Pre-Prep, will transfer to Highfield at 8+ unless parents provide notice in accordance with the Terms and Conditions for the child to leave at the end of Year 3 (or earlier), or the Brookham Headteacher has advised that Highfield would not be the most appropriate setting for the child in their next stage of development.

Entry requirement for children 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'. Emphasis is placed on their performance and conduct at their current school and the comments of their current Headteacher. 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.

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.

### **SIBLING POLICY**

Most siblings join us at Highfield and Brookham. However, admission is not automatic, and there may be occasions where we judge that a sibling is likely to thrive better in an alternative academic environment.

### **EQUAL TREATMENT**

The Schools seek 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.

Therefore, 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 Schools are committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, gender reassignment, sexual orientation, disability or social background.

### **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 needs or physical or mental disabilities to discuss their child's needs with the Schools 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 Schools 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 Schools 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 Schools. 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 group support and/or a maximum of two (but in some cases three) one-to-one Learning Support lessons each week, depending upon individual needs. The needs of every child are considered on an individual basis and parents will be charged for this and any additional teaching.

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.

### **BURSARIES**

As part of our centenary celebrations in 2007, Highfield created an award scheme offering funded school places for children who would draw exceptional benefit from joining Highfield and Brookham Schools, perhaps as a result of less than optimal family or educational circumstances. Children offered Centenary Awards are funded jointly by the Bursaries Fund, and the School, which matches Awards made by the Fund.

The aim of the Centenary Bursaries Fund is to broaden access to children for whom a private school education is likely to have the greatest impact of their academic and personal development and future life chances.

### **Children who are likely to derive particular benefit are:**

- Children who are experiencing social difficulties, such as being bullied at school, or who have challenging home lives, but who have the potential to thrive in the Highfield and Brookham environment with its strong sense of community and high level of pastoral support.
- Children with special needs, who have the ability to succeed academically if given the right support.
- Gifted children, where the Highfield and Brookham environment with its high level of individual attention and well-developed programme for the gifted and talented could allow them to realise their potential more fully than in another school.

Potential bursary candidates are usually 'nominated' for an Award by a diverse range of charities and organisations with whom we have established links, as well as local Headteachers. The selection process is competitive and involves the administration of standardised tests in Verbal Reasoning, English and Mathematics, as well as interviews or other age appropriate assessments. Further details can be provided by emailing [admissions@highfieldandbrookham.co.uk](mailto:admissions@highfieldandbrookham.co.uk).

### **ADMISSION OF PUPILS WITH EAL**

All registered children from outside the UK, and for whom English is not the mother tongue, are required to complete a piece of writing in English and an age appropriate maths test, set by Highfield and Brookham, before they arrive. This enables us to assess their abilities and English language needs in advance. School reports, a curriculum information form and character references are also required and requested on application.

Beginning level English speakers are required to have sufficient spoken and written English to be able to participate fully in school life. Currently, approximately 20 of our 262 pupils are from overseas. We aim to distribute our overseas children 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. At Highfield and Brookham, we are fortunate in not only having subject teachers experienced in supporting students with English as an Additional Language (EAL) in the classroom setting, but also in having fully qualified EAL teachers. Having EAL teachers as part of our staff means that we are able to offer a high standard of provision for our overseas students both within the classroom environment and through individual EAL lessons at an additional recharged cost. The number of lessons received each week varies from child to child depending upon their needs. This will be discussed between the child's parents, or their Agent and the Head of EAL.

**PGSE/SEWB September 2021**

**Review date: August 2022**

## Appendix 1

### Free Entitlement at Brookham

#### Early Years Foundation Stage

Parents of three and four-year-olds at Brookham School are eligible to receive the Government Free Entitlement Grant.

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. At Brookham, 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 Brookham School. We offer three hours Free Entitlement each day, in the afternoons 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 4) attend a minimum of three morning sessions with lunch a week. Tiny Bears (children who have turned two) and Little Bears (children in the academic year in which they turn 3) attend a minimum of 2 morning sessions a week.

- Morning sessions: 8:15 am – 11:45 am.
- Extended mornings including lunch: 8:15 am – 1:00 pm.
- Full days: 8:15 am – 3:15 pm.

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. 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.

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.