



Admissions Policy

Highfield School is a co-educational independent boarding and day school for pupils from ages 8 to 13. The school currently has 292 pupils, 100 of whom are boarders.

Brookham School is a non-selective independent pre prep school for pupils from ages 2 years to 8 years. The school currently has 160 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 Headmistress of Brookham and a tour of the School.

For Highfield please contact our Registrar, Mrs Caroline Lukic on 01428 728000 or email her at headsqa@highfieldschool.org.uk to arrange a visit.

For Brookham please contact our Registrar, Mrs Charlotte Cottrell, on 01428 722005 or email her at admissions@brookhamschool.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.highfieldschool.org.uk

THE ENTRY AND ASSESSMENT PROCEDURE

Brookham

At Brookham, children are admitted to the Nursery (at age 2 years) without formal assessment. (Please see the Admissions Policy for Nursery and Reception.) The suitability of children joining from age 4 – 8 is determined by a day spent at the School and an informal assessment.

The main focus of all our assessments is on understanding the whole person, and on determining how well they are likely to adapt to the educational experience at Brookham, to contribute to it and to benefit from it.

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. 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 may enter Highfield in the year (1st September-31st August) in which they become 9, National Curriculum Year 4. Children are also accepted in every other academic year if space permits and they are of a suitable standard academically and with regard to behaviour.

It is assumed that a child who attends Brookham, the Highfield Pre-Prep, will automatically transfer to Highfield at 8+ unless the Brookham Headteacher has advised the child's parents in good time (usually a year in advance of transfer date) that Highfield would not be appropriate.

There is no formal admission assessment for Brookham children who wish to attend Highfield, unlike those who apply from outside Brookham; however, the Brookham Headteacher must be confident that the child is suitable for Highfield and as part of their assessment Brookham uses the same style of Assessments as are used at Highfield, providing a useful baseline for assessing a child's suitability.

It is important to emphasise that very few Brookham children have been directed to other schools rather than Highfield on grounds of ability or behaviour. Parents who educate their children at Brookham until the transfer point, the end of Year 3, are entirely at liberty to send their child to another school other than Highfield.

Entry requirement for children is that they should be academically broadly of national average ability. However, the 'whole child' is always considered and much emphasis is placed on their performance and conduct at their current schools and the comments of their Head teachers. Our admissions process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the school.

For those applying for entry from outside Brookham the following Entrance Assessment process applies: No specific preparation for the Entrance Assessment is needed, all candidates start on an equal footing, with identical opportunities to display their academic aptitude. The assessment takes the form of standardised literacy and numeracy assessments. The Headmaster will also request a reference from the candidate's current school. Assessments take place regularly during the year, usually on Saturday mornings and prospective parents are notified of these dates by the Registrar.

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 a different academic environment.

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. Highfield and Brookham Schools are 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 (SEN), providing that our Learning Support Department can offer them the support that they require. Children with Special Educational Needs are well catered for and as long as these needs can be addressed, usually through a maximum of two (but in some cases three) 1:1 Learning Support lessons each week, these needs should not be a barrier to admission.

We welcome pupils with physical disabilities provided that our site can cope with them. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with us so that we can be confident that we can meet their needs and 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.

PGSE/SEWB January 2020

Review date September 2020

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.

Nursery

The nursery class is known as Bear Cubs and is made up of Little Bears and Big Bears. Big Bears (children who are 3 years old by 1st September) normally attend a minimum of three sessions a week, which may be taken as full days or as half days. Extra sessions may be added on as an option as the year progresses. Some of the older Big Bears attend full days immediately. Little Bears (joining us from 2 years) are offered up to 5 morning sessions.

- Morning sessions (Little Bears and Big Bears): 8:15 am – 11:45 am.
- Extended mornings including lunch (Little Bears and Big Bears): 8:15 am – 1:00 pm.
- Separate afternoon sessions (Big Bears): 12:15 pm – 3:15 pm.
- Full days (Big Bears): 8:15 am – 3:15 pm.

Parents will be liable for fees according to the school's standard schedule, when a child attends mornings or full days (i.e. not solely afternoon sessions). If a particular child is eligible under the Free Entitlement Scheme, the school will apply for the grant on the parents' behalf, according to the number of sessions attended and apply the grant as a credit against the term's bill.

Where parents want their children to attend Free Entitlement funded sessions only, they may do so by attending afternoon sessions only. In this case, the school will apply for the Free Entitlement grant on the parents' behalf, according to the number of sessions attended and use the grant to meet the full cost of these sessions. No additional fee will be charged; however, priority for space in the afternoons will be given to those who are attending full days.

Regulations regarding the Free Entitlement Grant are issued on an annual basis by the local authority. 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 who are four years old on 1st September. The school expects that children in the reception classes will attend for a minimum of four full days and one morning. Most attend five full days.

Where children attend one of the reception classes, they will be eligible for the full reception fee. If a particular child is eligible under the Free Entitlement Scheme, the school will apply for the grant on the parents' behalf, according to the number of sessions attended, and apply the grant as a credit against the term's bill.

Where parents of children, who are 4 years old on 1st September, want their children to attend Free Entitlement funded sessions only, they may do so by attending, subject to availability, afternoon sessions in the Nursery. In this case, the school will apply for the Free Entitlement grant on the parents' behalf, according to the number of sessions attended, and use the grant to meet the full cost of these sessions. No additional fee will be charged.

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