Broomfield House School - Admissions Policy

Introduction

Broomfield House School is a co-educational, preparatory day school for children aged three to eleven years. The school has been part of the Dukes Education family since September 2019.

This Admissions Policy applies to the whole school, including the Early Years Foundation Stage (EYFS) and is publicly available on the School's Website and, on request, a hard copy may be obtained from the school office. It can also be made available in large print or other accessible format if required.

This policy complies with the requirements of paragraph 32(3)(a) of the Schedule to the Education (Independent School Standards) Regulations 2019 and the School Attendance (Pupil Registration) (England) Regulation 2024.

This Policy is subject to continuous monitoring, refinement and audit. It is reviewed annually by the Head of Admissions and Marketing and Marketing in conjunction with the Head, and updated as necessary if changes in legislation, regulatory requirements or best practice so require.

Last reviewed: September 2026

Next review: September 2027

Key Objectives

Our aim during the admissions process is to establish a genuine partnership with prospective families, helping them to understand the opportunities available at Broomfield House School while ensuring that the School is the right environment for their child to flourish academically, socially and emotionally. This Admissions Policy is based upon a transparent and fair process and reflects the values and ethos of Broomfield and Dukes Education.

- ✓
- ✓ The School welcomes applications from children regardless of sex, race, religion or belief, disability, gender reassignment, pregnancy or maternity, sexual orientation, ethnic or national origin, or social background, subject to the School's ability to meet the needs of the child and maintain the efficient education of all pupils.
- ✓ The School gives priority to siblings of children who are pupils of the school or on our Main or Waiting Lists, children of our alumni or staff and children applying from other Dukes Education institutions.

Information for Prospective Parents

1. A copy of the school's prospectus is available on our website at or can be obtained from the school office. The prospectus can also be seen on the school's website at https://www.broomfieldhouse.com/admissions-process/
2. Tours of the school are given by our Head of Admissions and Marketing, so that parents of prospective pupils can see the school in operation. At the end of each tour our Head is also available to answer any questions. To arrange to visit Broomfield please contact our Head of Admissions and Marketing on Admissions@broomfieldhouse.com
3. Families who are unable to attend a tour in person will be invited to meet our Head of Admissions and Marketing and/or Head in an online session.

Entry points & requirements

4. The main entry point is our Pre-Kindergarten (Nursery) class which children can join in the September after their third birthday. Children joining the school in Pre-Kindergarten receive automatic entry into Kindergarten (Reception) in the following year and are expected to progress through the school.
5. Broomfield also has a Rising 3s entry point meaning that children are able to join the school during the term when the turn 3.
6. Broomfield does not believe in testing very young children and so we are non-selective for entry to the Pre-Kindergarten and Kindergarten classes. However, parents of a child entering the school in any year group will be expected to notify us of any physical or special educational needs which may affect their child's progress, so that these may be discussed with our Deputy Head (Pastoral) with full candour and, where necessary, appropriate and reasonable adjustments put into place. (See also paragraph 24)
7. Children may also join the school in any other year group, subject to a place being available.
8. A child seeking admission into Years 1 and 2 will normally be invited to spend some time in the school to ensure that they are able to demonstrate an appropriate level of attainment for the year group and are likely to benefit from the education offered by the School. If this is not possible an interview with our Head or an online assessment may be required,
9. For children wishing to join the school in Year 3 and above we will arrange an assessment, conducted in school during a taster day or online. This must be completed before we can confirm the offer of a place. This allows us to see the child's current level of learning in order that we can provide an appropriate educational programme. The assessment comprises:
    - Verbal Reasoning
    - Non-verbal Reasoning
    - Spatial Reasoning, and
    - Quantitative Reasoning.

    The assessments are age-standardised and will be suitable for pupils currently following the National Curriculum.
10. Broomfield prepares children to leave the school at 11+ at the end of Year 6 and does not prepare children to leave at any other point.

Entrance Procedure

Registration

11. Registrations are accepted and encouraged as soon as possible after birth.
12. To register, parents must complete the registration form on our website and pay pay the applicable non-refundable registration fee (£100 or £120), details of which are published on the School's website The form is available on https://www.broomfieldhouse.com/admissions-process/registration/. Registration is complete only once the school has received both the registration form and the registration fee.
13. Once the registration form has been completed and the fee paid, the Head of Admissions and Marketing and Marketing will acknowledge receipt of the registration. For Pre-Kindergarten, the first 24 registrations will be placed on the Main List, which means they are guaranteed the offer of a place when the time comes. For later Pre-Kindergarten entries or those in respect of all other year groups the child will join the Waiting List for the preferred year of entry.

Offers

14. Offers for Pre-Kindergarten are sent out before the child is due to start at Broomfield (this can be up to 18-20 months in advance). The order in which offers are made is laid out below for each year group:
    (a) **Pre-Kindergarten and Rising 3s (Nursery)**

(i) Priority is given to siblings of current pupils.
(ii) ii. Second priority is given to siblings of children who have already accepted a place to start at the school (in order of date of registration) and the children of past pupils, staff and those joining from within the Dukes family.
(iii) Places for other children (i.e., those who do not qualify for sibling priority) wishing to start in the autumn term are offered according to date of registration at the discretion of the Head.

(b) **Kindergarten (Reception)**
(i) Priority is given to children who are already in Pre-Kindergarten who gain automatic entry into Kindergarten. As such, we will always recommend a child joining us at the Pre-Kindergarten stage if they want to be guaranteed a place at Broomfield for their prep education.
(ii) Second priority is given to siblings of current pupils (in order of date of registration), the children of past pupils, staff and those joining from within the Dukes family.
(iii) Third priority is given to siblings of children who have already accepted a place to start at the school (in order of date of registration).
(iv) Places for other children (i.e., those who do not qualify for sibling priority) wishing to join Kindergarten starting in the autumn term are offered according to date of registration at the discretion of the Head. .

(c) **Other year groups:**
(i) Offers of occasional places in other year groups are dealt with on an individual basis and subject to assessment (see paragraph 8 above).
(ii) Once a child is registered for an occasional place, we will request their latest school report and any assessment data available. We may also approach their previous school or nursery for reports or references. Once these are received, the child will be invited to visit the school for a taster session and, where appropriate, sit the entrance assessments. The taster session will allow a child to see how well they like life at Broomfield as well as for us to see how well they may fit into the class.
(iii) Offers are made on the receipt of the relevant references and reports, and subject to the child's performance in the assessment confirming that he or she can meet a reasonable level of attainment for the year group and will be able to benefit from the education offered.

Sibling Priority

(a) To be given sibling priority, the younger child must be registered at the same time as the older sibling whose attendance at the school would qualify the younger sibling for sibling priority or within 3 months of birth, whichever is later.
(b) Registration of a sibling is accepted whenever received within reason, but if registration is made after all places for a year have already been offered, the sibling will only be offered the next available place (if any): offers already made to other registrants will not be withdrawn. Offers of places in Pre-Kindergarten are usually made 18 months before the child's expected date of entry.
(c) Where any older child in a family has left the school, then that child's siblings yet to join the school will no longer enjoy priority status on the registration lists.
(d) Thus, the school's offers are issued as illustrated by the following table:

Entry Point	**1st offers**	**2nd offers**	**3rd offers**	**4th offers**

Pre-Kindergarten 3+ and Rising 3s	Sibling of current pupil (in order of date of registration)	Sibling of child who has already accepted a place to start at the school, (in order of date of registration), children of alumni or staff or those from within the Dukes family	Date of registration	
Kindergarten 4+	Children in Pre-Kindergarten (automatic entry)	Sibling of current pupil (in order of date of registration) and children of alumni or staff and those from within the Dukes family	Sibling of child who has already accepted a place to start at the school (in order of date of registration)	Date of registration
Years 1 and 2	Siblings in order of registration and subject to taster day in school or assessment	In order of registration and subject to taster day in school or assessment		
Years 3 to 6	Siblings in order of registration and subject to assessment	In order of registration and subject to assessment		

15. Offers embody the school's Terms and Conditions. These include the requirement for a full term's notice of the intended removal of a pupil.
16. Admission to the school is always at the discretion of the Head. Parents who wish to seek a review of an admissions decision may write to the Chair of Governors whose decision will be final. [Please visit the Governors page on the school's website for contact details https://www.broomfieldhouse.com/about-us/governance/].

Accepting a place

17. To accept an offer of a place in any year group, parents must complete the Acceptance Form at the end of the Offer Letter and return it to the Head of Admissions and Marketing alongside a copy of the child's passport as soon as possible, by the deadline stated within the offer.
18. The Acceptance Form must be accompanied by payment of a £3000 deposit directly into the school's bank account at the time of acceptance. Acceptance of an offer will only be considered confirmed once both the form and deposit have been received.
19. The deposit will not be refunded should your child not take up their place at the school after the offer has been accepted.
20. Assuming your child takes up their place at the school, the deposit will be returned to you no later than two weeks after the end of your child's last term at the school provided that

    (a) you have given notice, in writing, on or before the first day of your child's last term at the school, that your child will be leaving the school at the end of that term; (unless your child is leaving at the end of the summer term in Year 6) and

    (b) there are no outstanding monies owed to the school

    (c) if you fail to give such notice, then you will have no right to the return of the deposit.

21. One term's fees (at the current academic year fee cost) will be payable by 1st March of the year of entry, preceding the child's entry into the school in Pre-Kindergarten or Kindergarten. Any additional cost following the annual fee increase will be payable by the first day of term. Parents who accept an offer of a place after 1st March or for entry mid-year, are required, on accepting the offer, to pay the first term's fees alongside the deposit. This is applicable to children joining the school in any year group.
22. The cancellation of a place that has been accepted can cause a financial loss to the School, especially if it occurs after other families have made their decisions about schooling for their children. Therefore, if parents cancel their acceptance of a place or if a pupil does not join the School after a place has been accepted, the deposit and any fees paid in advance of entry will be retained by the School.

Waiting List

23. For children registered for Pre-Kindergarten entry, once all the places for the following September are filled, children will be kept on the waiting list for the relevant year group and places will be offered to those children if they become available at any other point.

24. To retain our co-educational commitment, we try to achieve an even spread of boys and girls in a class.

Health, Learning Issues or Disabilities

25. When a place is offered, parents are required to inform the school if their child has special needs of any kind. This includes children with a statement of special educational needs or an Education, Health and Care (EHC) plan from the local authority. This allows the consideration by the school of whatever reasonable adjustments may be appropriate so that children with any special need can be accommodated.

26. Broomfield can accommodate children with mild to moderate needs. Parents must be transparent with the School about any issues which could affect their child's learning.

English as an Additional Language (EAL)

27. Parents of children for whom English is not their primary language (EAL) must notify the School prior to entry so suitable provision may be made.

Right to Reside

28. The School is required to check your child's right to reside in the UK. Along with your signed Acceptance Form, please provide the school with a copy of your child's passport.

29. If your child has a UK passport, a copy of this will be sufficient.

30. If your child does not have a UK passport, please provide a copy of your child's passport, and provide either evidence of your child's settled/pre-settled status (for EU nationals living in the UK before 1 January 2021) or evidence of your child's right to reside in the UK (visa/BRP for all other nationalities).

31. If your child holds a visa/BRP (Biometric Residence Permit) please provide the school with a copy of the passport, visa, entry vignette or current valid BRP (both sides of the card) for both the dependent child and parents.

Increases in Fees

32. Fees are usually increased with effect from the start of each new academic year and the fees at the increased rates are generally announced to parents and published on the school's website at the start of the Summer Term. The fees payable may be seen on the Fees page of our website.

Pupil Information Form

33. Before a child joins Broomfield, the parents must complete our Pupil Information Form which will provide us with the necessary contact, medical, special education needs or disabilities and dietary details that we can care appropriately for the child in school. It requires the names, addresses, telephone numbers and emails of parents or guardians (including both parents in the event of separation/divorce). Any court orders must be provided, GP details in case of emergency and consents for trips, photographs, data protection etc. This information is held securely in the School Office and in our School Management Information System.

On and Off Rolling

34. The school is committed to fulfilling all obligations to the Local Authority with regards to the pupil roll.

35. All pupils will be included in the admissions register from the beginning of the first day on which the school has agreed or has been notified that the pupil will attend the school. For most pupils, the expected first day of attendance is the first day of the school year.

36. The school will report to the local authority all joiners and leavers at non-transition times, i.e., when a compulsory school-aged child leaves a school before completing the school's final year or joins a school after the beginning of the school's first year. The school will do so by using the reporting template provided by the local authority. This will be done on a rolling basis within **5 working days** of the change occurring.

37. The template will include, full name, age, date of birth, gender, full home address, contact details, full address of the previous school and/or full address of the future destination, date of the first day of attendance as notified by a parent, and then date confirmed by destination school to our school through telephone, email or scholarship notification. Contact details of future school staff members confirming the child's attendance will also be ascertained.

38. Schools are also under a duty to provide information to the Local Authority for standard transitions if requested.

39. Schools are obliged to notify the local authority in line with the School Attendance (Pupil Registration) (England) Regulations 2024 when a child or pupil fails to attend school regularly, or is absent without leave for 10 consecutive school days. In addition, all instances of continuous absence, or patterns of unauthorised absence that meet the definition of "persistently absent", must be reported in line with the statutory duties set out in *Working Together to Improve School Attendance* (DfE, 2024).

40. A pupil may only be removed from the school admission register on one of the prescribed grounds set out in Regulation 9 of the 2024 Pupil Registration Regulations. These include, for example:

- ✓ failure to return from an authorised leave of absence of more than 10 school days, and only after the school and local authority have jointly made reasonable enquiries to establish the pupil's whereabouts and these have failed, and there is no evidence of illness or other unavoidable cause; or
- ✓ continuous unauthorised absence of 20 school days or more, again only after reasonable enquiries have been made jointly with the local authority and these have failed.

In all such cases, the school will not delete a pupil from roll until it has satisfied itself that the statutory conditions are met, and will work closely with the local authority to ensure compliance with Children Missing Education (CME) duties.

41. As an independent school, the School's right to remove a pupil is also subject to the **Terms & Conditions.**

The school follows *Working Together to Improve School Attendance (2024).*

Reasons for removing a pupil from the Admissions Register (p.65) – ensure you use these codes when alerting the LA to pupils leaving.

A – the pupil has been registered at another school.

B – the pupil has not continued at the school following completion of nursery education.

C – the pupil is also registered at one or more other schools and the other schools have agreed the deletion.

D – the pupil has a school attendance order which has been changed to name another school.

E – the pupil had a school attendance order which has been revoked.

F – the parent of a pupil has notified the school in writing that the pupil will be leaving the school to be educated otherwise than at a school.

G – the pupil no longer normally lives a reasonable distance from the school.

H – the pupil has not returned following a leave of absence.

I – the pupil has been continually absent from school for 20 school days unauthorized, or 10 school days absence after authorized absence, and reasonable steps have been taken to secure the pupil's attendance.

J – the pupil is detained under a sentence of detention.

K – the pupil has died.

L – the pupil will be over compulsory school age and will not continue into the sixth form.

M – the pupil is a boarder at a school maintained by a local authority or academy and their boarding fees have not been paid.

N – the pupil has ceased to be a pupil at an independent school or non-maintained special school.

O – the pupil has been permanently excluded from the school. at an independent school or non-maintained special school.

Status of Policy

42. This policy is intended to provide general guidance for the parents of prospective pupils. It should not be regarded as having legal effect and, if there is any conflict with the Terms and Conditions referred to in paragraph 14, the Terms and Conditions prevail.