



BRANWOOD  
PREPARATORY  
SCHOOL

## ADMISSONS POLICY

Version	2 (Version 1 February 2013)	3			
Policy reviewed on	November 2015	May 2017			
Policy Written by	Mrs Follett (Headmistress)	Mrs Follett			
Policy seen by Governor on  (date / signature)					
Policy Review Date	November 2016	May 2018			

**This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.**



# Admissions Policy

## 1.0 Principles

1.1 Branwood Preparatory School is an independent day preparatory school for boys and girls aged 3 to 11 years. The school does not discriminate based on race, disability, national or ethnic origin in its admissions procedures.

1.2 Our aim is to provide each child with a sound academic education where discipline and care go hand-in-hand. The academics are firmly set along the lines necessary to ensure ability to cope with the demands at 11 years of age of the Greater Manchester Area Independent Grammar Schools entry examinations. This target means that Branwood covers much of the National Curriculum ground automatically, but at a level, particularly in Mathematics and English, that is ahead of State national standards.

1.3 The school operates one class for each year. We endeavor to ensure that class sizes do not exceed 24 pupils.

## 2.0 Admission Eligibility

2.1 Children can enter the school from the Winter Term following their third birthday passing through:

- Pre-Prep (full time attendance) from the term after their third birthday
- Reception at 4+
- Year 1 at 5+
- Year 2 at 6+
- Year 3 at 7+
- Year4 at8+
- Year 5 at 9+
- Year 6 at 10+

2.2 All children attend full time.

2.3 Children who attend the Pre-Prep stage are guaranteed a place in Reception assuming nothing occurs during the Pre-Prep stage to suggest to the school that the child should be educated elsewhere.

2.4 It must be stressed that attendance at Branwood School is no guarantee of a place being offered at any local Independent Secondary School.

### **3.0 Admission Criteria**

3.1 Branwood is non-denominational.

3.2 There is an interview and discussion with parents of applicants for pre-reception. Should the headmistress be satisfied that what the school offers overall and the interviewee's aspirations are compatible a place will be offered.

3.3 For places after pre-reception, a similar routine is followed but there is also an assessment of the child concerned by the teacher of the child's age group.

3.4 The headmistress's decision in accepting or refusing a candidate into the School is final. Once a decision has been made to offer a place, or a place on the waiting list, an application form will be provided.

3.5 Parents are advised to complete and return the application form for admission as soon as possible, as places are in demand and are over-subscribed.

3.6 The application form must be fully completed and must be returned to the headmistress's secretary.

3.7 It is of great importance that a parent informs the school on the application form should a prospective pupil be disabled under the definition of the Disability Discrimination Act 1995 and thus likely to require special provision.

3.8 Applicants will receive acknowledgement of their application as soon as is reasonably practicable. This acknowledgement will clearly state whether the child concerned is offered a definite place or a waiting list place. Where a waiting list place is offered, the school will undertake to inform the applicant at once should a place become available.

3.9 This acknowledgement will also set in motion the provision of all details necessary for entry to the school; e.g. Uniform List, dates, School Notes and all other relevant information.

3.10 Parents returning an entry form for a definite place must send with it a cheque in the sum of £200 (Deposit and Registration Fee) as indicated on the form. The £200 deposit will be offset against the fees of the final term in Year 6.

3.11 Parents being offered a place on the waiting list should not send a deposit, but should a firm offer of a place be subsequently made by the school, the deposit as indicated on the entry form must be sent with the parents' written acceptance of the place. The deposit will be offset against the final term in Year 6.

## 4.0 Bursaries

4.1 The School offers bursaries as and when feasible. Parents are reminded that any bursary can be withdrawn at any time by the school and, in this event, the parents will be immediately responsible for the payment of the full school fees.

## 5.0 Links to other policies

5.1 The Admissions should be read in conjunction with other policies depending upon the reason for referring to policies.

<b>Version</b>	<b>Date of Review</b>	<b>Reviewer</b>	<b>Changes made</b>
2	November 2015	Mrs Follett	Change to the lay out of the policy. Clarity to the starting age of a child in KG1. Change to the deposit amount.
3	May 2017	Mrs Follett	No change to policy.



# BRANWOOD PREPARATORY SCHOOL

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## *REGISTRATION FORM AND CONTRACT*

STAFFORD ROAD, MONTON, ECCLES, MANCHESTER M30 9HN  
(BRANWOOD SCHOOL TRUST LTD.)  
Registered Charity No. 515073

### **REGISTRATION FORM AND CONTRACT**

This contract will normally terminate at the end of the final term of the academic year in which the child has its eleventh birthday. In the event of a pupil taking an entrance examination to another independent primary school prior to the normal time of termination, the contents of this contract must be renegotiated. I hereby register my child (or ward) as a pupil in the School, and undertake to comply with the rules and regulations of the School in force from time to time. I further undertake and agree to pay each term's fee in advance and to give one full term's notice in writing to the School Bursar on or before the first day of the term at the end of which the child will leave the school. I agree, if in default of providing notice as stipulated, to pay one term's fee in lieu of notice. I agree to pay a non-returnable registration fee of £5 plus a deposit of £50 now. I understand that the deposit is only returnable by deduction from the fee for my child's final term at Branwood. I further understand that costs of any losses or breakage incurred by the child during its time at the school will be deducted from that deposit. I understand that final term is defined as the Summer Term of the academic year in which my child has its eleventh birthday.

Date

Signature of Parent or Guardian

Surname of Child	First name(s) in full as on Birth Certificate (Underline name used.)		
State boy or girl	Date of Birth (Day .Month Year)		
Surname(s) of parents	Title e.g. Dr. etc	Parents' profession/occupation	Nationality of parents
Child's relationship to any present/former pupil	Year and term for which admission is desired. (Delete as necessary)  Winter / Spring / Summer (Year)		
Full names of Previous Schools (If any).	Entry date(s)  Leaving date(s)		
SPECIAL INFORMATION, (e.g. allergies. medication, medical conditions etc.)  Please include details of any relevant family circumstances.			
Home Address with postal code, telephone number and S.T.D. code and daytime emergency contact number(s)			
Name, address, post code, telephone number and S.T D. code of guardian, if parents resident abroad.			