

BRABYNS PREPARATORY SCHOOL & NURSERY



Admissions Policy

This policy applies all pupils in the school, including those in the EYFS

bellevue

Reviewed: July 2025
Next Review: July 2026

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Admissions and Entry Procedure – Brabyns Preparatory School

Brabyns Preparatory School and its EYFS setting is a community which recognises each individual's needs and in which the talents and abilities of children and adults are encouraged. The care for each child is central to the school's aims and provision and as a caring and welcoming community. Our curriculum and pastoral approach fosters the individual's sense of identity and awareness, alongside the important role they play as part of the community. This recognition and appreciation of individuality is central to the school's ethos and is reflected in the procedures through which we welcome, admit and induct children and their families into our community.

The purpose of this policy is to enable the school to welcome, identify and admit children who will benefit from the education offered at Brabyns and who will contribute to and benefit from the ethos and activities of our school community. We will only admit a child and their family who meet these criteria.

Equal Opportunities

We welcome children from many different ethnic and racial groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and the rights and freedoms of others. The School is committed to being an Equal Opportunities Education provider and is committed to equality of opportunity for all members of the school community. The school recognises and accepts its responsibilities under the law, in line with the 1976 Race Relations Act and in line with the Equality Act 2010; all candidates for admission will be treated equally, irrespective of their, or their parents' age, gender, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or ethnicity, language, religion or belief, national or social origin, sexual orientation, property, birth or other status. We expect all of our pupils to attend all assemblies and outings, and to take full part in compulsory aspects of the curriculum. This is in line with Brabyns' Equal Opportunities and Anti-Discrimination Policy.

Special Education Needs and Disability (SEND)

The School currently has finite resources for pupils with SEND and will do all that is reasonable to comply with its legal and moral responsibilities under equality legislation in order to accommodate the needs of pupils with SEND for which, with reasonable adjustments, the School can cater adequately. Within this the School will consider the needs of existing pupils, so that they are not disadvantaged. The physical layout of the site and buildings may restrict the movement of individuals with particular difficulties with mobility. The School has a three year plan in compliance with the Special Educational Needs and Disability Act 2001.

The School defines a reasonable adjustment as one which can reasonably be undertaken within the normal staffing, facilities and resources of the School. Where the School needs to draw on additional expertise or resources, the cost will be passed on to parents or carers. The School needs to be aware of any known SEND which may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the School, if enrolled.

Parents or carers of a child who has any SEND should provide the School with full details **prior** to the admissions procedure at registration, or subsequently before accepting the offer of a place. The School require this information so that, in the case of any child with particular needs, the School can assess those needs and consult with parents or carers about the reasonable adjustments which can be made to ensure that the application procedure is accessible for the child and the School can cater adequately for the child's needs, should an offer of a place be made. A failure to disclose full details may result in the withdrawal of a place.

The School will do all that is reasonable to ensure that the information and application procedure is accessible for candidates with SEND and will make such reasonable adjustments as is necessary. For example, the School may be able to provide an examination paper in large font for a visually impaired pupil. Similarly, if any Special Educational needs or disabilities become apparent after admission, the School will consult with or guardians about reasonable adjustments that may allow the child to continue at the School.

Where specific needs are identified and can be met with 'reasonable adjustment' by the School there will be no additional costs for support. Where it is deemed most appropriate for intervention from outside resources, the cost for these services will be the responsibility of the parents or carers.

Joining Brabyns Preparatory School & Nursery

Brabyns Nursery Admissions Journey

Enquiries

In order to process your nursery enquiry effectively we require the following information:

- Child's Full Name & DOB
- Parent contact details
- Number of days & days required
- All Year Round or Term Time Only
- Child's Allergies / Dietary / Medical / SEND information
- Preferred Start Date
- Confirmed EY Funding eligibility

NOTE: All applications for the nursery require provision of a £200 refundable deposit & confirmation of a minimum 3 days per week attendance to secure your child's place.

Nursery Visits

Enquiries may be made online via the website / email or through a call to the Admissions Office. We will provide you with a prospectus and any further requested initial information. You may then arrange a meeting with our Headteacher / Nursery Manager to tour our beautiful setting, meet staff & children and further discuss the admissions process.

Families are invited to visit Brabyns Nursery on pre-arranged Open Days or on individual tours which are arranged at your convenience..

Application

- To apply for a place, please complete and sign the Registration Form. The Registration Form must be signed by both parents and then returned to Brabyns Preparatory School along with a £200 refundable deposit.
- The deposit is refunded on payment of your child's final invoice after leaving Brabyns.
- On receipt of the Registration Form and fee for your child the nursery will place your child's name on the waiting list for the term in which they expect to enter Brabyns Nursery.
- If a pupil, for whom a vacancy has been reserved, is withdrawn before the agreed starting date, the deposit will be forfeited.
- If a pupil is withdrawn from the Nursery without one month's notice in writing for paid hours, the deposit will be forfeited and set against the fees which will then be due in lieu of notice.

Early Years Funding

Early Years Funded Entitlement (EYFE) eligibility must be checked with the relevant authority and confirmed by parents prior to nursery application.

An EYFE place is not guaranteed until completion and return of the parental contract for the Early Years Free Entitlement Form and subsequent school checks with the local authority.

Waiting Lists / oversubscription

Once a child is registered they are added to the waiting list for that year; usually positions on the list are allocated on a first come first served basis, subject to the following criteria being given precedence;

- A child with an existing sibling within the main school wishes to join
- A member of staff wishes that their child join the nursery / school
- A child wishing to take a full time, all year round Nursery place
- A child wishing to take a full time, term time only Nursery place
- A child wishing to take a 4 days pw, all year round Nursery place
- A child wishing to take a 4 days pw, term time only Nursery place
- A child with an existing sibling within the nursery wishes to join
- Children of alumni

Taster Sessions

Once a child's name is on the waiting list, they may be considered for a place. Prior to admission children joining the nursery spend up to 4 taster sessions in the setting as follows:

- Taster 1: 1 hour without parent in attendance
- Taster 2: 2 hours without parent in attendance
- Taster 3: All morning without parent in attendance including lunch

Note: This is just a guide as some children require fewer sessions to ease into Nursery life.

If appropriate, the nursery manager will also request a summary of your child's attainment in relation to the prime and specific areas of learning from any previous Nursery settings, along with any information regarding any significant medical issues or additional needs.

Offer and Acceptance

Further to successful taster sessions parents will receive correspondence offering a confirmed start date and level of nursery provision. To guarantee the place the Nursery Terms & Conditions must be signed by all parties.

No Offer

Should your child not be offered a place following your visit and taster sessions their name may remain on the Waiting List, in which case your child will be considered for a future place.

Sibling Policy

Brabyns offers siblings priority for entry to the nursery, but the onus is on parents to inform the admissions office of any siblings they may wish to be considered for entry. Siblings are awarded a fee discount of 10%, provided siblings are at the school or nursery at the same time.

Disclosures

Parents must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties.

Session Requirements.

All children attending Brabyns nursery are expected to do a minimum of 3 days per week

Class Sizes

Brabyns is a small homely setting with plenty of space and excellent facilities.

Brabyns' Little Learners classroom (2-3 year olds) can take up to 15 children.

Brabyns' Pre-Prep classroom (3-4 year olds) can take up to 16 children.

Capacity may be increased in accordance with room size & staffing ratio

Pupils Applying from Abroad

Individual arrangements will be made for families applying to join Brabyns Nursery from abroad.

The Admissions Journey - Reception - Year 6

Application

To apply for a place at Brabyns Preparatory School, please complete and sign the Registration Form. The Registration Form must be signed by both parents and then returned to Brabyns Preparatory School. On receipt of the Registration Form for your child the school will place your child's name on the Waiting List for the term in which they expect to enter Brabyns Preparatory School. However, this does not guarantee your child a place.

Waiting Lists

Once a child is registered they are added to the waiting list for that year; usually positions on the list are allocated on a first come first served basis, subject to the following criteria being given precedence

- A child with an existing sibling within the school wishes to join
- A member of staff wishes that their child join the school

- A child of Brabyns' alumni wishes to join the school

School Visits

Once a child's name is on the waiting list, they may be considered for a place. The school's Admissions Office will arrange a meeting with the Headteacher of the school where you will be provided the opportunity to ask questions and further discuss the admissions process.

Families are invited to visit Brabyns Preparatory School & Nursery on pre-arranged Open Days or on individual tours which take place on a regular basis.

Prior to admission children will spend a full day in the school for assessment.

Taster Day and Assessment

Each child will be invited to join their cohort at the school for a taster day; this involves

- an academic assessment
- a general interview to explore the candidate's interests, attitude to school, personal qualities, ability to contribute to the school community, support available at home and any relevant connection with the school.

The school will also require your child's last school report, Early Years Profile information and a reference form will be sent to your child's existing school (Reception children and above) requesting further information on your child's academic and social progress.

Offer and Acceptance

If the school offers your child a place, a confirmation letter along with an Acceptance Form will be sent to you. A completed Acceptance Form, signed by both parents, should be sent to the School Office to accept the place. A refundable £200 deposit is held in school funds and returned when a child leaves the School - on payment of your final invoice.

No Offer

Should your child not be offered a place following your visit and interview to the school their name may remain on the Waiting List to be considered for a future place.

Sibling Policy

The school offers siblings priority for entry to the school, but the onus is on parents to inform the school of any siblings they may wish to be considered for entry. Siblings are awarded a fee discount of 10%, provided siblings are at the school at the same time.

Disclosures

Parents must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities or learning difficulties.

Class Sizes

The maximum class size within the school is usually 20. A class may expand if;

- A child with an existing sibling within the school wishes to join
- A member of staff wishes that their child join the school

Oversubscription

If the School is oversubscribed and a decision is needed between two or more candidates who meet our admission requirements after all appropriate allowances and special consideration has been given, we may give preference to:-

- A child who already has a brother/sister in the school or whose parents are alumni
- A child whose parent is a current member of our staff;
- A child with a particular skill, talent or aptitude.

Pupils Applying from Abroad

Individual arrangements will be made for families applying to join the school from abroad.

Exclusion

In registering your child for a place at the School, you are agreeing to abide by the School's regulations and policies and to ensure, in so far as is reasonably practicable, that if your child is offered a place at the School they will be both diligent in their studies and responsible in their attitude and behaviour. Should there be concerns in this area, we will make every effort to counsel your child and yourselves and put in place a support or intervention plan to encourage your child to improve their behaviour inline with the school's expectations. However, you must accept that it may become necessary for your child's place at the School to be withdrawn and for them to be educated at the school which is more appropriate to their needs. The Headteacher's decision in this will be final. See the School's Exclusions Policy.

School's Terms and Conditions

This admissions policy must be read in conjunction with the School's Terms and Conditions by which all parents or carers and pupils must abide in relation to treatment of staff and pupils at the School.

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