BOWBROOK HOUSE SCHOOL

Bowbrook School

ADMISSIONS POLICY & PROCEDURE (Including EYFS)

This policy is available on the school's website and is provided free of charge upon request.

Approved by the Head Teacher: November 2026

Active from: November 2026

Next review date: November 2027

INTRODUCTION

Bowbrook House School is a proprietorial, day school based near Pershore in Worcestershire. The Headmaster is the managing director of Bowbrook House School Ltd and his wife is the company secretary.

The main entry points to the School are at 3+ (Nursery), 7+ (Year 3), 11+ (Year 7), 13+ (Year 9) and 14+ (for GCSEs) generally at the beginning of the Academic Year although pupils are taken at all times of the year under certain circumstances.

Admission at other times and into other years can often be accommodated subject to the availability of places.

Entrants will normally be placed in a class appropriate to their age.

Entry into Reception from the Nursery is automatic although preference will be shown to such internal transfers in the event of over-subscription.

Transfer between phases i.e., Infants – Juniors – Middles – Seniors is not dependent upon exam criteria but are natural points for 'review' of academic and social progress.

The School sets other criteria for entry (& review) which it may explore at interview. These are that:

- the applicant is of the appropriate age and sufficient maturity;
- the applicant enjoys satisfactory general health & attendance;
- Admissions decisions are made having regard to the child's educational needs, the information supplied during the admissions process and the School's ability to meet those needs safely and effectively.
- the School may take into account information provided by current or previous educational settings relating to the applicant's welfare, behaviour, attendance and ability to engage positively with school life.
- fees (if applicable) at the applicant's present school have been paid and the parents are able, if required, to satisfy the Headmaster that they are in a position to pay the fees of the division applied for.

The School will not unlawfully discriminate on the grounds of any protected characteristic as defined by the Equality Act 2010 in any admission assessment.

Admissions decisions are made fairly and independently having regard to the School's published admissions criteria. The School reserves discretion regarding the level of information provided concerning individual admissions decisions.

SIBLING DISCOUNT

For families with more than one child in school, a 5% reduction is given off the fees of the second child and a 10% reduction off the fees of any third or subsequent children from the same family.

DISABILITY AND SPECIAL EDUCATIONAL NEEDS

The School seeks to make reasonable adjustments for disabled pupils within the facilities and resources available and will do all that is reasonable to comply with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2001, the Disability and Discrimination Act 2005, the Equality Act 2010 and the Children and Families Act 2014 to accommodate the needs of pupils who have disabilities for which, with reasonable adjustments, the School can cater.

Parents of a child who has any disability or special educational needs must provide the Registrar with full written details when registering for admission and at least one week before attending taster days. The School will work collaboratively with parents and previous settings to establish any support needs and reasonable adjustments required.

This information is required so that, in the case of any child with particular needs, the school can assess those needs and endeavour to make sure that facilities can be provided adequately for those needs during the admission process.

The School will consult with parents and their medical advisers, as appropriate, about the adjustments which can reasonably be made for the child, having regard to the reasonableness of the adjustment, available resources, health and safety considerations and statutory obligations under the Equality Act 2010, both during the admission process and later as a pupil.

Each application involving SEND or disability will be considered individually. The School will make reasonable adjustments where required by the Equality Act 2010 and will consult with parents and relevant professionals before determining whether a pupil's needs can be met safely and effectively.

Where the school agrees to support the provision of additional services such as the use of extra staff or auxiliary aids, parents or guardians may be charged for these at a level that reasonably reflects the cost to the school of providing the service or facility. The School will not charge for reasonable adjustments required under the Equality Act 2010. Additional services beyond reasonable adjustments may incur a charge where permitted by law

Special arrangements as are deemed reasonable and necessary will be made available for pupils with special educational needs on the Taster Days and during assessment provided as long as:

- notice of such special educational needs has been given to the school; and
- the school has been provided with a copy of a specialist assessor's report or medical report (prepared within the last two years), which must include a recommendation for such arrangements.

PROCEDURE

On receipt of a request, the School will provide a copy of the School Prospectus which contains up to date information about the School including a current fees schedule. This information is available on the school website too.

The school invites prospective families to make an appointment to see the Headmaster to look around the School (with or without their child), to watch the children at work, to meet teaching staff and to experience the ethos and atmosphere of the School.

No child is admitted until the child has had at least two consecutive days with us. In general, at least two full days 'tasters' are required, sometimes longer at the request of the school. At this stage references will be requested from the pupil's current school.

During one of the taster days the child will see our Learning Support Team to undertake standardised assessments to ascertain any underlying barriers to learning. The Headmaster or Deputy will then feed back to the parents following the taster days.

Although general feedback may be given on request about the performance of candidates on their Taster days, the assessment papers themselves are not released.

Assessment materials and scripts will be handled in accordance with UK GDPR and the Data Protection Act 2018. The School reserves the right not to provide copies of assessment materials where a lawful exemption applies. Admissions decisions are made at the School's discretion. Parents who believe there has been a significant procedural irregularity may request a review under the School's complaints procedures.

If both the school and the parents are satisfied, the school will write to the parents with a formal offer of a place, asking them to confirm their acceptance of a place for their child by returning the accompanying Acceptance Form together with an Acceptance Deposit.

The Acceptance Form is attached to a copy of the School's Terms and Conditions which will form the basis of the formal offer.

The School will obtain and consider safeguarding information from a pupil's previous setting where appropriate and ensure that admissions arrangements support the welfare and safeguarding of all children. No pupil will be admitted if admission would compromise the welfare, safeguarding or education of that child or other members of the school community.

SMSC DEVELOPMENT

Bowbrook House School is committed to promoting the spiritual, moral, social, and cultural development of all pupils. During the admissions process, we consider how prospective pupils will engage with the school's ethos and values, ensuring that they are supported in their personal development and integration into the school community. The School welcomes applications from pupils of all backgrounds and supports all pupils in developing spiritually, morally, socially and culturally through the life of the School.

ACCESSIBILITY PLAN

In accordance with Schedule 10 of the Equality Act 2010, Bowbrook House School maintains an Accessibility Plan that outlines how the school will improve access to the curriculum, physical environment, and information for disabled pupils. This plan is reviewed regularly and is available to parents upon request.

DATA PROTECTION COMPLIANCE

Bowbrook House School complies with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. While assessment scripts are not released, the school ensures that all personal data is handled lawfully, fairly, and transparently. Parents may request information about how their child's data is processed in accordance with current legislation.

COMPLAINTS

We hope that you and your child do not have any complaints about our admissions process; but copies of the School Complaints Policy can be sent to you on request or is available of our School Website. Parents may request a review of admissions decisions where significant procedural concerns are raised.

The School does not operate an appeal against academic judgements. However, concerns that the admissions process was not followed correctly may be raised through the Complaints Policy.