



Brentwood School

Admissions Policy

Policy Owner:	Head of Admissions		
Relevant to:	Whole School (3–18)		
Relevant Legislation/Guidance:	Independent School Standards Regulations (2014) The Equality Act 2010		
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Related & supporting documents:	Accessibility Plan	Behaviour Policy	Bursary Policy
	Collective Worship Policy	Data Protection Privacy Notice for Pupils, Parents Guardians and Alumni	Equal Opportunities Policy
	Parent Contract	Progression Policy	SEND Policy
	Sixth Form Pathway and Subject Minimum Requirements for Entry		

ADMISSIONS POLICY

School Values and Vision Statement

'We enable our pupils to become the best version of themselves by developing Virtue, Learning and Manners'

Our values – Virtue, Learning and Manners – were written into the School Statutes of 1622, and they are used to inform the decisions we make, whether strategic and long-term or operational and day-to-day. We expect our pupils to act with integrity, kindness and compassion in line with these values, which lie at the core of our school.

Admissions Statement

Brentwood School is academically selective and all pupils we admit are expected to be able to access and cope with our full curriculum. We aim to add value to **all our pupils** within and beyond the classroom and we start by asking 'how are our pupils intelligent?' rather than 'how intelligent are our pupils?' Brentwood is a school where pupils flourish and apply themselves with confidence to develop their full potential during their formative years in education: our focus is on helping individual pupils whom we believe will thrive here.

We are a Diamond Model school so, from 11+ until the Sixth Form, boys and girls are taught separately. We foster free expression and create space for individual identity within the classroom whilst maintaining and developing social integration beyond it. In the Sixth Form, classes are mixed to prepare young men and women for the world after school. More details about our Diamond Model are available in our [Equal Opportunities Policy](#).

Offer and Oversubscription Criteria

Places are subject to availability and offered to those candidates who we consider to be the most suitable in any admissions round. All candidates will be required to satisfy the admissions criteria and demonstrate that they have the potential to meet the educational standards and values of Virtue, Learning and Manners expected of a pupil at Brentwood School.

The method of assessment against the general admissions criteria will vary depending on the point of entry into Brentwood School. Candidates will be assessed for suitability against the general admissions criteria based on a range of information including:

- assessment of academic attainment and potential (age appropriate – see below for more details) by means of their performance in the entrance examination or

- assessment or equivalent alternative academic data;
- relevant information relating to character and values, including review meetings, references and/or school reports;
- any child with a particular skills, talents or aptitude

Where the child has met the general admissions criteria as outlined above, we may also give priority to:

- a sibling of a pupil who will be on the School roll at the proposed date of admission (with the exception of the 4+ entry point – see below);
- a child whose parent is a current member of staff employed by Brentwood School.

We also reserve the right to give priority in circumstances that include (but are not limited to):

- families relocating at short notice;
- pupils attending a school with an imminent closure;
- a significant pastoral requirement.

Out of Year offers/applications

The Year group and school entry point is conditional on the age of a pupil. Very occasionally, we may offer places to pupils one year ahead or behind their standard year group if, as a matter of professional judgement, we consider that this would be in the best interests of the pupil and the School.

Equal Treatment

All candidates for admission will be treated equally, irrespective of their, or their parents' race, sexual orientation, religion or belief, pregnancy or maternity, sex, gender reassignment or any disability.

In order to cope with the academic and social demands of the School, there is an expectation that the pupil must be able to engage in lessons independently. The School assesses competency in English Language (age appropriate), both as part of its admissions process for day students and, for pupils from overseas, as required by the UK Border Agency. Please see the Curriculum Policy for more details of our policy with regard to English as an Additional Language.

Accessibility to the School is explained in more detail in the School's Equal Opportunities Policy, Special Educational Needs and Disabilities Policy, Accessibility Plan and Bursary Policy. Copies are made available on the [School website](http://www.brentwoodschool.co.uk) or on application to the School office.

Supporting Policies

This Policy should be read in conjunction with the supporting policies that are set out on

page 1 of this Policy.

All pupils joining the school will be expected to meet the expectations as outlined in these policies and we expect parents to work in partnership with the School in upholding our core values.

All of the supporting policies can be found on the School's website, www.brentwoodschool.co.uk/we-are-brentwood/reports-policies

Further Admissions Information

For details of the arrangements for admission to the Preparatory, Senior School or Sixth Form, please visit www.brentwoodschool.co.uk/admissions where parents can also submit an application.

The Scholarships and Bursaries Booklet can be found on the School's website, www.brentwoodschool.co.uk/admissions/bursaries-scholarships Please also refer to the School's Bursary Policy.

Additionally parents can contact the Admissions Team admissions@brentwood.essex.sch.uk

The School's admissions literature, policy, methods of assessment and procedures (including access to scholarships and bursaries) are reviewed on an annual basis.

Preparatory School

To gain entry to the Prep, a child must perform well in age-appropriate tasks, showing potential to be able to cope with the Preparatory School's academic curriculum and at the appropriate time, to meet the entrance requirements for the Senior School. The School may also request a Head Teacher's report or via parents, may ask for a copy of the child's latest school report. Entry into the Prep School is in September unless a vacancy occurs at another time in the academic year.

Entry into EYFS

Foundation (3+)

In the first instance, Admission to the Prep begins with the Foundation year. Places are available to a child who has turned three by 31st August of the same year. A priority is given to a sibling of a pupil who will be on the School roll at the proposed date of admission.

During the Michaelmas Term, all children on the Foundation list for entry will be asked to visit the School with their parents for a family interview. Places will be offered on the basis of observation and general assessment of school readiness. Entry is by selection, ensuring that parental expectations match closely with the aims and philosophy of the School.

Reception (4+)

In September, there will be additional EYFS places available to children who turn 4 by 31st August of the same year. These places are open places and no preference will be given to siblings. All candidates are invited to spend approximately 30 minutes in a class within a small group of candidates. Children will be asked to complete English and Maths based tasks. Candidates will also be asked to participate in a collaborative practical task.

Whilst the children are in class, parents will meet informally with Senior members of the Preparatory School Staff.

Entry into Key Stage One

Year 1 (5+)

Children who are five years old by the 31st August. Children who are considered for this entry point will be invited into School and asked to complete English and Maths based tasks. Candidates will also be asked to participate in a collaborative practical task.

Year 2 (6+)

Children who are six years old by the 31st August. Children who are considered for this entry point will be invited into School and asked to complete English and Maths based tasks. Candidates will also be asked to participate in a collaborative practical task.

Entry into Key Stage Two

Year 3 (7+)

Entrance assessments for external Year 3 candidates take the form of tests in English (including Reading, Grammar, Punctuation & Spelling & Writing) and Mathematics. Candidates will also be asked to participate in a collaborative practical task. Places are allocated to pupils subject to their performance in the Entrance Assessments and satisfactory references from their current school. Where a child has attended their current school for less than one year, we reserve the right to request a reference from their previous school.

Although it is anticipated that pupils already in Year 2 at Brentwood School will progress to Year 3 at Brentwood School, this will be subject to the Head of the Preparatory School's assessment that the pupil has made satisfactory progress and continues to meet expectations relating to behaviour.

Years 4, 5 and 6 (8+, 9+ and 10+)

Additionally, the School may accept more children into Years 4, 5 and 6. The number of places available is dependent on the number of children currently in the cohort and will vary from year to year.

When places are available, all eligible children are considered. Children applying will sit

tests in English (including Reading, Grammar, Punctuation & Spelling & Writing) and Mathematics. Candidates will also be asked to participate in a collaborative practical task. Year 6 applicants will additionally take part in an informal meeting with the Head of Prep. Places are allocated to pupils subject to their performance in the entrance assessments and satisfactory references from their current school. Where a child has attended their current school for less than one year, we reserve the right to request a reference from their previous school.

Senior School

Entry to Brentwood School is normally at Year 7 and Lower Sixth although a small number of pupils may join in other years subject to availability at the time.

We only accept pupils for whom the evidence suggests have the potential to cope with the demands of GCSE, IGCSE, IB Diploma, A Level or BTEC Extended Diploma courses at the appropriate time. Provided they demonstrate this potential and are subject to analysis of any other relevant information, our Admissions Policy aims at providing an education for a broad range of pupils without compromising the academic achievement of the School as a whole.

Our usual English language requirement at admission is:

- A2 Level on the Common European Framework (CEFR) for Year 7 and Year 8 entry;
- B1 Level for Year 9 and Year 10 entry;
- B2 Level for Year 11 and Year 12 entry.

Year 7 (11+)

Assessment against the general admissions criteria for candidates from Brentwood Preparatory School will be through an internal process and based on independent standardised test scores and internal assessment data.

Although most pupils at Brentwood Preparatory School transfer to the Senior School, there is no automatic right of progression. A pupil who is moving from the Preparatory School to the Senior School will be required to show an ability to do so by satisfying the admissions criteria.

Where Brentwood School has formal associations with other schools, the method of assessment for candidates from those schools will be based on equivalent standardised test scores and internal assessment data to demonstrate that a candidate is able to satisfy the admissions criteria as specified in the Association Agreement with each school.

For all other external candidates, the Entrance Examination for Year 7 entry assesses candidates in Mathematics, English, and a Writing Task. In addition, as part of our admissions process, references from the candidates' schools are requested and all registered candidates are invited to attend an individual 15–20 minute meeting with a senior member of staff. Where a child has attended their current school for less than

one year, we reserve the right to request a reference from their previous school. For applicants who are unable to take the Mathematics test, English test and Writing task (usually because they are currently attending a school outside the UK), the UKiset adaptive test will be accepted as an alternative academic entrance assessment. In addition, we take into account any other information we deem to be relevant, based on the factors listed in the Offer and Oversubscription Criteria above.

All applicants for academic scholarships/bursaries will be expected to take the Entrance Examination. Applicants for specialist scholarships/bursaries will be expected to follow the specialist scholarship and bursaries process as set out in the Scholarships and Bursaries Booklet.

Sixth Form (16+)

Entry into the Sixth Form for new applicants is by academic report and GCSE/IGCSE examination performance (or equivalent academic performance for applicants who are not studying GCSE/IGCSEs), together with an interview. Sixth Form places are subject to separate entrance requirements based on Level 2 qualifications (and/or pre-admissions tests for overseas boarders). We regard GCSEs, IGCSEs, BTEC Tech Awards, IB MYP grades as Level 2 qualifications that provide a strong enough basis as preparation for our Sixth Form courses. Offers will be made on the basis of best eight Level 2 qualifications; in cases where a student is taking fewer than eight Level 2 qualifications, the Deputy Head Academic will review whether to make an alternative offer on a case by case basis.

For applicants who are not taking any of these qualifications (usually because they are currently attending a school outside the UK), the UKiset adaptive test will be accepted as an alternative academic entrance assessment or may make a determination that the applicant meets the School's entry requirements based on their school grades, and an individual candidate meeting with a senior member of staff.

In addition, we take into account any other information we deem to be relevant, based on the factors listed in the Offer and Oversubscription Criteria above. **Please refer to the [Sixth Form Academic Pathways Information](#) for our pathway and subject entry requirements and the school [Progression Policy](#) for information on existing pupils progressing to the Sixth Form.**

We assume that existing Year 11 pupils will continue into the Lower Sixth and subsequently into the Upper Sixth, unless the pupil has been unable to satisfy the academic and personal entry criteria for admission. Parents of Year 11 pupils are reminded that they need to provide a term's notice of withdrawal if they do not wish their child to progress into the Sixth Form.

Other Year Groups

Admission to year groups other than our main points of entry Year 7 and 12, is dependent on the availability of spaces and is opened on an exceptional basis only.

Prospective entrants for year groups outside of Year 7 and 12 are also required to meet our entry requirements through sitting an entrance assessment, or we may make a determination that the application meets our entry requirements based on their school grades, together with an individual candidate meeting with a senior member of staff.

Bursary and Scholarship Fee Remission

We offer a number of means-tested Bursaries and a small number of non-means tested Scholarships at 11+ and 16+:

- at 11+, for Academic, Chess, Dance, Drama, Music, Sport;
- at 16+, for Academic, Art, Chess, Dance, Drama, Music, Sport.

The vast majority of the fee remission we award, whether at 11+ or 16+, is in the form of means-tested Bursaries, directed to families who otherwise would not be able to afford a Brentwood School education. We spend around £2m on means-tested Bursaries each year, many of which are fully-funded free places. There is therefore a very small amount that is spent on non-means tested Scholarships, whether for Academic, Art, Chess, Dance, Drama, Music or Sport. Importantly though, our public and visible way of recognising and celebrating pupils' achievements is via the internal Colours Tie and Honours Pin Programme.

Parents who wish to apply for means-tested Bursary fee remission or non-means tested Scholarship fee remission should indicate this on the OpenApply application form. The school will then send Bursary applicants, via email, a link to a secure portal which is used for bursary applications. The online bursary application form is confidential and requires full disclosure about the family's financial circumstances. After an initial review by the Finance Director, the school uses a specialist company, Bursary Administration Ltd (BAL), to independently review and assess bursary applications. Bursary and Scholarship applicants may need to provide video or other portfolio evidence and attend an assessment day or interview. More information including our Bursary Policy can be found on our [website](#).

All pupils receiving a means -tested Bursary or non-means tested Scholarship must continue to meet the required academic and behaviour standards for the School whilst they are in receipt of an award. Full details are within our Conditions of Award terms and conditions document, which is provided to parents when offers are made.

A full fee place will not normally be offered where parents have confirmed, as part of the bursary application process, that they require substantial financial support for their child and where it is not possible to offer a bursary. The intention is to avoid offering a place where it is unaffordable for the family.

International Admissions

All pupils must have the right to study in the UK. The School is a Student Sponsor, and has appointed immigration advisors Holmes & Partners to provide the necessary

Brentwood School, Ingrave Road, Brentwood Essex, CM15 8AS

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support and documentation for all Student visa applications. There is a fee associated with this service as well as an annual administrative fee for the duration of the study period to which the visa applies. All sponsorship related fees are to be met by parents. Brentwood School only sponsors visas for pupils to attend the School as a boarder in the Senior School or as a boarder or day pupil in the Sixth Form.

Non sponsored pupils who fall under a different immigration category, are required to provide all necessary documentation as requested prior to their admission into the school.

Additionally, the School has the right to request up to date documentation for any pupils subject to immigration control, as part of its compliance duties.

Applicants requiring sponsorship must provide confirmation from a parent or guardian that they consent to the arrangements for their child's travel to the UK, and reception and care once here. Evidence (e.g birth/adoption certificate or Court document) of the relationship between an applicant and their parent/guardian will be required as part of the application.

Under guidelines issued by the UK Government, applicants aged 16 or over may be required to have an interview by telephone or in-person with the Home Office. Applicants should be able to outline their desire to study in the UK, and be prepared to discuss their immigration history, education plans, level of research taken into the proposed course of study, and their personal and financial circumstances. Where this is the case, the School's immigration consultants, Holmes & Partners, can provide support for the applicant.

Records and retention

Applicants' details will be held on file with due regard to data protection legislation. Please see the School's Privacy Notice for further information about how the School collects, uses and processes personal data.

The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be no more than 12 months following an unsuccessful application, but reasons to retain personal data for longer might include if parents express an interest in the candidate being added to a waiting list, re-applying for any reason at a later date; or to deal with any ongoing matters or queries arising from the application.

Complaints

Whilst complaints about admissions decisions do not fall under the scope of the School's Complaints Procedure, prospective parents may request a review by submitting in writing the reasons for this request to the Headmaster of the Senior School or Head of the Preparatory School, as appropriate within 10 working days of the decision being communicated.

Key Contacts:

Preparatory School:

Mrs Gayle Penn, Prep Admissions Manager

prepadmissions@brentwood.essex.sch.uk

Senior School:

Mrs Debbie Cook, Head of Admissions

admissionsmanager@brentwood.essex.sch.uk

Boarding Admissions

boardingadmissions@brentwood.essex.sch.uk