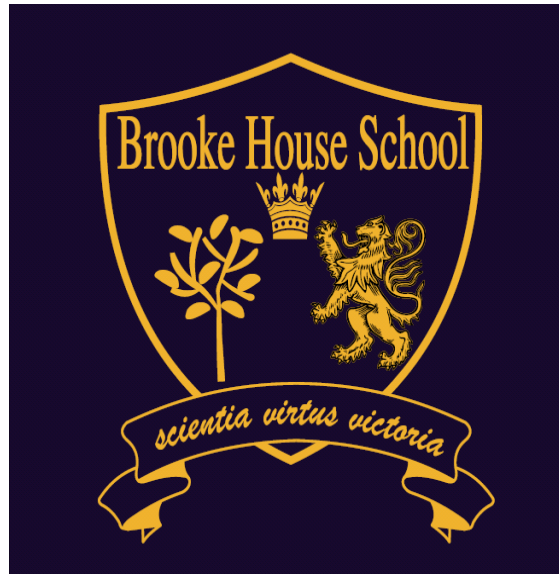


# Admissions Policy and Procedure

BROOKE HOUSE SCHOOL



**Approved by:** Mrs Joy Parker    **Date:** January 2021    **Policy to be reviewed:** Every 3 years

APPROVED BY	REVIEW DATE	DESCRIPTION OF CHANGE
Joy Parker	January 2024	No changes required

**Introduction:**

Brooke House School is a co-educational independent school for girls and boys from ages 1 to 16 years.

**Our Aim:**

We aim to provide full scope for all the imagination and originality in a student and prepare them for life in the C21st. This includes a wide variety of intellectual, philosophical and physical challenges to meet the varied needs of our students.

**Equal Opportunities**

Brooke House School encourages applications from a diverse range of backgrounds, this enriches our community and is vital in preparing our students for today's world.

The school is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, disability or social background.

**Applications:**

Brooke House School is happy to accept students at any time during the school year, subject to availability.

There is no formal entrance examination for Brooke House School, however, the Principal reserves the right not to admit any child she feels would not benefit from or contribute to our school environment.

Upon applying for a place at Brooke House the school will arrange a personal tour and a meeting with the Principal so that we can be sure Brooke House is the right school for your child. Thereafter your child will be invited to spend a day with us in school.

Where a child has behavioral issues or learning difficulties, further assessment may be required.

**Procedure:**

Upon the offer and an acceptance of a place at Brooke House, students will be admitted on completion of the school Registration Form and payment of the non-refundable £75.00 registration fee. A deposit of £300.00 is also required to secure the place. This deposit will be refunded when a student leaves the school and all monies in relation to fees are paid up to date in accordance with the terms and conditions.

Parents/Carers with Legal Parental Responsibility undertake to pay the school fees as set out in our fee schedule in accordance with our Terms and Conditions.

All fees are subject to change.