



# BRAMLEY SCHOOL & NURSERY

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IAPS school for girls aged 3 to 11

## **BRAMLEY SCHOOL**

# **ADMISSIONS POLICY**

**Revised: October 2009**



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*Headmistress: Mrs. Paula Burgess BEd (Hons), MA, NPQH*

Bramley Educational Trust Limited Registered Charity No: 270046

Bramley School is a girl's independent school for pupils from rising 3 to 11 years, with a Pre-Prep department for girls starting in the term that they are 3 up to 7 years. The school has approximately 100 pupils.

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Bramley School. We hold two Open Mornings each term, which give a general introduction to our school and a tour of the school with our senior girls. Details are published on our website. We are very happy to welcome prospective parents and their children at other times during the term. On these occasions parents are given a tour of the school in addition to an interview with the Headmistress. Please contact the Headmistress's PA on 01737 812004 (between 9 a.m. and 5.p.m), or email on [office@bramleyschool.co.uk](mailto:office@bramleyschool.co.uk) to arrange a visit.

### **Our Entry Procedure**

Bramley School is a mainstream school. Entry into Little Bramley and Reception is not based on a selection process. Prospective parents will have received a copy of the school's prospectus which includes a Registration Form which must be completed and returned to the School Office together with a non-refundable deposit of £50. This ensures that their child is registered although, if a place is not available at that time, it places their child on a waiting list.

Entry into Years 1 – 6 requires the completion of a Registration Form as above but includes an informal assessment visit by the child. See The Assessment Process below.

The usual points of entry are at Little Bramley and Reception (for children aged 'rising three', 3 and 4 years of age), and Year 3 (at the age of 7 years). However, if space is available we also admit pupils into other year groups.

Applicants for admission at Reception or Year 3 should register by the end of the Spring Term of the year proceeding the desired year of admission. The Registration Form is available from the Headmistress's PA, contact details as above.

### **Equal Treatment**

Our aim is to encourage applications from pupils with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Some bursaries are offered in order to make it possible for pupils who meet the school's admission criteria to attend the school.

Bramley School is committed to equal treatment for all, regardless of a pupil's race, ethnicity, religion or social background. Our provision for bursaries is described below.

## **Special Educational Needs/Physical Disabilities**

We do not discriminate in any way regarding entry. We welcome pupils with special educational needs, providing that we can offer them the support that they require.

We also welcome pupils with physical disabilities provided that our site can accommodate their needs.

We therefore advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the Headmistress and/or the SENCo before he or she attends the informal assessment visit, so that we can make adequate provision for them. Parents should provide copies of any reports or assessments from an Educational Psychologist, Speech and Language Therapist, Occupational Therapist, etc or medical report, or Statement of Special Educational Needs.

We will discuss thoroughly with parents and their medical advisors (if necessary) the adjustment that can reasonably be made for the child if they become a pupil at Bramley School.

### **The Assessment Process**

The aim of the process is to identify potential. We are looking for well-rounded pupils with a genuine interest in education in the broadest sense of the word, with interests that stretch beyond the confines of the academic curriculum. Bramley has strong traditions in music, drama, art, public speaking, community activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

*The Assessment Visit* - no specific preparation is required for this day.

If the parents wish to pursue a place at the school and there is a place available in the appropriate year, a mutually agreed day will be arranged for the child to visit (a morning visit for Little Bramley and Reception).

The assessment visit for all years is designed to see pupils interacting with their peers in a normal school setting. All pupils in Years 1 – 6 (6 -11 years of age) will be informally assessed in English and Maths during the day. At the end of this day, the Headmistress will meet the parents to discuss the day. It may not be possible to offer a place at this meeting as the Headmistress may not have received feedback from teaching staff, reports, etc.

If a pupil is suitable and a place is available then an offer will be made. Written confirmation will be sent and once this has been accepted, Joining Details will follow.

### **Bursaries**

The Governors of Bramley School are committed to broadening access to the school by offering to eligible parents/guardians means-tested financial support with the payment of schools fees. Such support is known as a Bursary and these may be awarded in the form of a discount of up to 50% on tuition fees payable, depending on the financial, compassionate or other pertinent circumstances of applicants.

Bursaries may be made available to parents/guardians of children entering any year group. Parents/guardians seeking a bursary are required to complete the School's Registration Form including payment of the £50 non-refundable registration fee and a bursary application form which seeks to establish the financial circumstances of the household. Their child may then be invited into the School for an informal assessment visit to ensure that they would benefit from the education offered by Bramley.

Bursaries are also available for existing parents/guardians where a change in circumstances has resulted in difficulty meeting tuition fees and may result in the child being withdrawn part way through a stage of education. Parents/ guardians seeking a bursary are required to complete a bursary application form which seeks to establish the financial circumstances of the household.

All bursaries are awarded at the discretion of the Governors and Headmistress who are responsible for the management and coordination of the process.

For further information please contact the Headmistress or Headmistress's PA or email [office@bramleyschool.co.uk](mailto:office@bramleyschool.co.uk).

### **Sibling Discounts**

Bramley offers a £150 discount per term on tuition fees for siblings in Years 1 – 6.

### **Fluency in English**

In order to cope with the academic and social demands of Bramley School, pupils should be fluent English speakers. Normally pupils should have been educated in the English medium for at least 2 years before attending our school. Tuition in English as an Additional Language (EAL) can be arranged at additional parental expense.

### **Religious Beliefs**

Although Bramley School has Christian roots, we do not select for entry on the basis of religious belief, we offer the opportunity for other religions to practice their own faiths. However, parents should be aware that there are compulsory events/ church services that all pupils are expected to attend.

### **Complaints**

We hope that you and your child do not have any complaints about our admissions process, but copies of our school's complaints procedure can be found on our website and can be sent to you on request.