



# ADMISSIONS POLICY



<b>Author</b>	Joe Masterson	Headmaster
<b>Approved by</b>	Joe Masterson	Headmaster
	Jo Storey	Group Lead Education, Compliance & Safeguarding
	John Forsyth	Chairman of the Forfar Education Group Governance Board for Harrogate Preparatory School Ltd, trading as Brackenfield School
<b>Next review</b>	August 2026	

## **Our Missions and Values**

If your child becomes our pupil, then your whole family becomes part of the whole Brackenfield School community. We are a family in itself; just ask any pupil, parent or member of staff. To understand this is to understand what we do and how we behave. This is crucial for you to consider during the admissions process. You need to be reassured that we are the school for you and your child. We have four mission areas:

**Curriculum & Learning** – mostly the learning in the classroom, high academic standards

**Activities** – lots of time and effort is put into providing opportunities for sport, music, performance

**Outdoor Learning** – Our Forest school, eco-friendly, nature loving, ‘muddy knees’ approach ...

**Community** – learning local and global, promoting charity, supporting our care homes ...

The ‘doing’ is in the mission areas above, and the ‘being’ is underpinned by our values system. The values were selected democratically by the pupils of the school a few years ago. We have six core values:

**Kindness**

**Respect**

**Honesty**

**Initiative**

**Perseverance**

**Confidence**

If you agree with and support our missions and values, then please request a tour of our school. We welcome visiting families every day. Every Day is an Open Day at Brackenfield.

You can learn more about our school in advance of a visit by checking our website, our school policies (on our website), subscribing to our weekly newsletter (simply request this by emailing the office) and following our social media channels (Facebook, Instagram, Twitter and LinkedIn).

## **Process**

Enquiries for places are received via email to [admissions@brackenfieldschool.co.uk](mailto:admissions@brackenfieldschool.co.uk), or by email to any member of staff, or by calling the school office on 01423 508558. If you make contact with us during out of office times, we will get back to you within 24 hours.

When you make contact with the school we will be happy to answer any of your questions and we will endeavour to find a date and time that suits you to visit us. Mr Masterson, the Headmaster, will be very happy to meet you and show you around our school. His main aim will be to help you get a feel for the school and to explain how everything works. You are always welcome to take as much time as you need, and visit a second time too if that helps.

## Registration

Sometimes referred to as signing up or enrolling, registration is the process of submitting a digital application for your child to be accepted for a place at Brackenfield School. Once an application form is sufficiently completed and submitted and a deposit received, the school office will confirm with you that your child's place has been confirmed.

Between this point and your child's start at school, there is nothing you need to remember to do.

The school office will support you through this period. They will request for identification documentation, guide you on school uniform and provide you with upcoming information and start dates. You are always welcome to keep in touch with us as you await your child's start. It is likely you will be invited into school in the meantime; stay and play, open days and other get together opportunities.

Where appropriate, records will be requested from any previous educational or Nursery settings for safeguarding purposes.

## Starting off at Brackenfield Nursery

Children may enter Brackenfield School Pre-Nursery from the point of their second birthday. Unless parents have been informed of a shortage of places before their child enters the school, this guarantees a place in the Reception Class of our Infant department which they join in the September following their fourth birthday. Although the place for Reception is guaranteed, there is another registration process that we will guide you through at that stage. For families who do not wish their child to continue through to the main school there is a notice period of 2 full terms. Children automatically transfer to the Junior Department in the September after they have finished in Year 2. Pupils remain at Brackenfield until the end of Year 6 (aged 11).

Attendance in the Pre-Nursery class (we call our Pre-Nursery: Wrens) is flexible from four sessions (mornings or afternoons) per week through to five full days (8.30am – 3.30pm) per week. Most children start with four or five sessions and gradually increase their attendance as they progress through the Nursery. Most children will do 4 or 5 full days in Nursery (we call our Nursery class: Robins) the term before they join Reception. There is also the option to start from 7.30am in our Breakfast Club (BSC) and to stay until 5.55pm at After School Club (ASC).

The transition to the Reception class commences during the Spring Term to ensure that each child is fully prepared for their move to the Infant Department in the following Autumn Term.

## Non Selective

Entry to the Nursery (or any year group in the school) is not selective as Brackenfield is a very inclusive school. As long as we can meet your child's needs, we will be delighted to welcome you into the Brackenfield family. Consequently, places are awarded according to availability. We operate a registration process and advise all parents hoping to secure a place at Brackenfield to register their child as early as possible. Occasionally, there is a wait list to join our Nursery.

## Early Years Funding

We are registered with North Yorkshire County Council so that our 2-year-old pupils, where applicable, have access to early years funding sessions from the term after their second birthday. Our 3 and 4-year-old pupils have access to early years funding of fifteen universal hours and the additional fifteen hours funding, where applicable, from the term after their third birthday. On request, our finance manager will explain to you how the funding works.

## Taster Days

All children wishing to join Brackenfield in the Nursery or indeed in our Infant year groups (Reception to Year 2) are welcome to request a taster day with the year group they would join. They are observed in their play and in their learning, and are invited to demonstrate their ability academically and socially.

Children wishing to join the Junior year groups (Year 3 – 6) also join their prospective year and are welcome to request one or more taster days. During their time at the school they meet several key staff members and may complete an informal assessment with the class teacher. When offering a child a place at Brackenfield, we always look at each child as an individual and take into consideration their wider skills and attributes, with a particular focus on our Mission areas.

## Inclusion

We do not discriminate against any child and allow for diversity and inclusion within our school setting. The Disability Discrimination Act 1995 and the 2005 amendments as well as the 2000 Equalities act lay down a legal obligation on us to consider those designated disabled or disadvantaged, using as far as possible the same criteria as for all other children. We will however carry out an additional review of any individual circumstances and requirements and assess our ability at the school to meet those needs. If we can meet those needs by making reasonable adjustments, we will do so. This is necessary to fulfil our prime objective: a standard of care that always ensures the welfare of all the children and allows every pupil to achieve their full potential. All children who join Brackenfield School join a school that has the highest standards of safeguarding.

<b>Name of policy</b> Admissions Policy	<b>Policy reviewed/amended date</b> September 2021 (V2) September 2022 (V3) September 2023 (V4) September 2024 (V5) August 2025 (V6)
<b>Original policy date</b> September 2020	<b>Current version</b> <b>V7</b>
<b>Date of new review</b> August 2026	