



# LAMBROOK

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NURTURING  
POTENTIAL  
SINCE 1860

## Admissions Policy

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April 2025

Review Date: April 2026

## **Lambrook's Purpose**

Since 1860, Lambrook has been laying the foundations for its pupils' futures. Children have one opportunity for an education which will form the basis of their lives and, at the same time, one childhood; Lambrook aims to keep a happy balance between the two.

During their time with us, we give our pupils the 'Feathers to Fly' so that when they leave us, they will spread their wings and will take flight; leaving Lambrook as confident, happy, engaging, independent and kind young people who are outward looking in all that they do.

### **Inspiring**

Inspiring pupils from Nursery through to Year 8, offering the most outstanding breadth of educational experiences, encouraging academic intrigue and a desire to learn.

### **Nurturing**

Nurturing and supporting all pupils through an outstanding level of pastoral care, empowering pupils to flourish and have healthy relationships with others within our vibrant and caring School community.

### **Providing**

Providing pupils with an abundance of opportunities to discover, pursue and develop their skills, talents and interests.

### **Preparing**

Preparing our children for the next stage of their educational journey, developing the many 'feathers' necessary for their time at Lambrook, at their future senior schools and beyond.

### **Equipping**

Equipping our children with the skills and the confidence to understand the challenges of the world in which they live; recognising their responsibility towards others, the environment and themselves and enabling them to make a difference, both now and in the future.

## **Lambrook School, an introduction**

Lambrook School is a co-educational Prep School of around 600 pupils for ages 3 to 13. Entry to Lambrook is dependent on the School's ability to meet the needs of the pupil and therefore a personal visit to the School is imperative.

The School was founded in 1860 and occupies a 52-acre site close to the towns of Ascot, Bracknell and Windsor.

The School is made up of two sections: The Pre-Preparatory School (EYFS and Years 1 to 2) and the Preparatory School (for pupils in Years 3 to 8). Lambrook welcomes all families and has pupils from both the local area and the outskirts of London. Provision is made for those pupils travelling from further afield.

Lambrook is proud of the academic success of its pupils; nationally standardised test data indicates that the performance of the pupils is above average. Last year pupils were awarded academic, music and sport scholarships for excellence in these fields. When pupils leave Lambrook they go on to excel at many of the top senior schools in the country.

## **Aims of the Policy**

1. To ensure compliance with the School's charitable purposes.
2. To set selection criteria and procedures that are consistent with the School's charitable purposes, and that are fair to all families.
3. To ensure that successful applicants will make the most of the opportunities at Lambrook and will contribute to the School community.

## **The Admissions Procedure**

1. The School places a high value on the continuity of education for children in every stage of a child's educational journey at Lambrook, including Nursery, the Pre Prep and the Prep School.
2. Pupils can start Lambrook at any stage, depending on availability of places. Usual points of entry are at Nursery, Reception, Year 3, Year 4 and Year 7, however, places are offered as available for other year groups, and for most year groups, on assessment.
3. The School will consider all applications, however, if a child will be unable to effectively access the curriculum, and if the School is unable to meet their needs, then this will be discussed with the family applying.
4. During the application process, parents are advised of Lambrook's Privacy Policy.

## **Registration**

1. The School will consider each application for registration, once a registration form and registration fee have been received.
2. The registration fee is non-returnable, whether or not the application for registration is successful. Prospective parents are advised to contact the Admissions Team to discuss options before registering.
3. As part of the admissions process the family is invited to meet the Headmaster and/or the Head of Pre Prep and for a tour of the School.
4. Once a pupil is registered at the School, there is no requirement to re-apply for the next stage of the School journey (i.e. Lower School/Middle School/Upper School). If the School feels unable to meet the needs of a pupil, the School will enter a discussion with the parents in order to achieve the best outcome for the individual child.

## **Pre-conditions**

The following pre-conditions are expected to be met prior to the School making a formal offer of a place:

1. Parents understand and broadly empathise with the ethos of Lambrook.
2. The child is of an appropriate age and maturity.
3. The child is able to access the full curriculum.
4. The School is able to adequately provide any learning and/or disability support were that deemed necessary.
5. The applicant's current educational setting/school shares satisfactory reports.
6. Fees at the applicant's current educational setting/school have been fully paid.

### **Acceptance of a Place**

1. Places are offered in writing, and parents are then required to pay the specified deposit and complete an online Acceptance of a Place form. This acts as the formal contract between the School and the parents.
2. There is some priority for places given to siblings, Lambrook Alumni and other contacts of the School, depending on availability.
3. The deposit is non-returnable should the place not be taken up by the applicant (and should the place not be filled). If the place is filled, the deposit, less expenses, is returned.
4. The deposit is held against any outstanding disbursements when the pupil leaves the School. Any remaining balance not donated to the Lambrook Foundation will be refunded after the pupil has left the School.
5. If a pupil is transferring from another school, Lambrook will contact this school to ascertain that there are no outstanding fees or issues. A place will not be offered should there be outstanding debt.

### **Waiting List**

If there is not a space available, the registered child will be placed on a waiting list.

### **The ability of the School to meet the needs of a pupil**

In order to ascertain whether the School is able to meet the needs of a pupil:

1. The Headmaster or Head of Pre Prep will meet with the parents of each pupil in the first instance.
2. Lambrook will obtain a reference from the Head teacher of the child's current educational setting.
3. Lambrook requires copies of previous school records and reports.
4. In the Nursery and Pre Prep, the Head of Pre Prep will meet each child for an informal assessment.
5. In the Prep School, pupils will undertake a formal assessment which will include a written assessment, a team building activity and an interview with the Headmaster.

### **Equal Treatment**

1. The School is keen to receive applications from a wide range of backgrounds.
2. Lambrook School is committed to equal treatment for all, regardless of an applicant's race, ethnicity, religion, sexual orientation or social background.

### **Special Educational Needs**

1. The School welcomes pupils with special educational needs providing that the School's Learning Development Centre (LDC) can provide the appropriate support.
2. If relevant, parents should provide a copy of an Educational Psychologist's report or a medical report to the School.

## **Bursaries**

1. The School offers a number of bursaries.
2. All bursaries are either referred through professional bodies such as Springboard, or are means tested. The School uses an external agency (Bursary Administration Ltd) to undertake this function.
3. Current parents who experience financial difficulty may apply for a bursary by contacting the Director of Finance. The School uses an independent company (Bursary Administration Ltd) to undertake this assessment. Bursaries are reviewed and are renewable on an annual basis.
4. The allocation of a bursary is at the discretion of the Headmaster and the Governors.
5. Bursaries are not usually awarded, except in exceptional circumstances, for places in Nursery or Pre Prep.

## **Entry into Nursery**

1. A child will not be able to start the Nursery before their third birthday.
2. Children must attend a minimum of five morning sessions.
3. The total number of morning/afternoon sessions attended by each child will be discussed between the Head of Nursery and the parents, and will depend on the individual child.
4. The School encourages families to think about pupils doing a number of full days in preparation for entry into Reception.

## **Entry into Reception, Year 1 and Year 2 (Pre Prep)**

1. Where possible, prior to entry, Reception children are visited by Pre Prep staff in their current setting.
2. Prior to entry, pupils in Years 1 and 2 will take part in a stay and play / informal assessment.
3. Pupils will be invited to an introduction session prior to their start date.

## **Entry into the Prep School (Years 3 and above)**

1. Children will take part in a formal assessment which will include a written assessment (literacy, numeracy and non-verbal reasoning), a group activity / team building exercise and an interview with the Headmaster.
2. Children will be invited to the School for an introductory session prior to their start date.

## **Non EU Passport Holders**

The School currently holds a licence to sponsor international students under Tier 4 of the points based system of immigration. Parents must inform the Admissions Registrar when completing a registration form if their child requires sponsorship from the School (CAS) in order to obtain a visa to study at the School. It shall be the Parents' responsibility at all times to ensure that their child has the appropriate immigration permission to live in the United Kingdom and to study at the School and Parents are required to permit the School to take and retain copies of all necessary documentation to be kept by

the School in order to comply with its duties as a Tier 4 sponsor, including passport, visa, vignette and /or biometric resident permit of the child and, where necessary, the relevant parent documentation.

### **EU Passport Holders**

EU passport holders are requested to show their 'Leave to Remain' card or provide a code to allow the School to check immigration status.

### **Recording Admissions**

1. Pupil and family information is submitted electronically (via the Lambrook website) and is then recorded on iSAMS, the School's management system.
2. Form Teachers and Tutors are responsible for checking a pupil's previous school report when a pupil starts at Lambrook.

### **Appeals**

1. If parents/guardians are not satisfied with the Admissions procedure, then they should raise any concerns with the Headmaster in the first instance, they may also appeal in writing to the Chair of Governors.

### **Terms and Conditions**

A copy of the School's Acceptance of a Place Terms and Conditions are available to prospective parents on confirmation of a place for their child. These Terms and Conditions are available for current parents on the Parent Portal. A copy of these Terms is also available on request from the School's Director of Finance.

*Policy updated April 2025.*