



PEMBROKE HOUSE



ADMISSIONS POLICY

General

Last Reviewed: September 2018 - KD & JB

Next Review: September 2019



Pembroke House Admissions Policy

Pembroke House is a co-educational, independent boarding school for pupils from ages 2 - 13. The school currently has around 222 pupils, nearly all of whom are boarders. 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 Pembroke House. We are happy to welcome prospective parents and their children at all times. Please contact our Registrar, Katrina Dingley, on 0708143600 or email registrar@pembrokehouse.sc.ke to arrange a visit.

The entry procedure

Pembroke House is a non-selective school. Our selection process is designed to identify pupils who are able to benefit from our balanced and well rounded education and to make a positive contribution towards the life of the school. We admit pupils at all ages depending on availability of spaces in the relevant Year Group.

Equal treatment

Our aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. Pembroke House is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion or social background. This enriches our community and is vital in preparing our pupils for today's world. Means-tested bursaries are available by assessment of our Bursary Panel in order to make it possible for as many who meet the school's admission criteria, to attend the school.

Special needs

We do not discriminate in any way regarding entry. We welcome pupils with special educational needs, providing that our Learning Support Department can offer them the support that they require. We welcome pupils with physical disabilities provided that our site can cope with them. However, we advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with Pembroke House so that we can make adequate provision for him/her. Parents should provide a copy of any Educational Psychologist's report or medical report that has been carried out.

We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child if he/she becomes a pupil at the school.

The assessment process

The aim of this 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. The school has strong traditions in music,

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drama, art, outdoor activities and sport. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual. We interview all candidates as part of our assessment process for each age group (apart from Reception). They may also be asked to sit assessment papers in certain subjects and/or Verbal Reasoning and Non-Verbal Reasoning tests.

Parents or guardians are also required to provide a recent school report from their child's previous school and the Head may contact the school for further information if required. Additionally, we will also require Safeguarding or Child Protection information from your child's last school, which our Designated Safeguarding Lead will follow up on.

Sibling policy

Most siblings join us at Pembroke House. However, admission is not automatic, and there may be occasions where we judge that a sibling is likely to thrive better in a different academic environment. Where possible siblings are given admission priority when places are restricted.

Scholarships

Pembroke House may offer scholarships at entrance for excellence in any area.

Scholarships are designed to reward excellence and to celebrate exceptional talent. In recognition of this achievement, the Scholar may be offered a reduction in fees for the time he/she remains a Scholar at Pembroke House. Parents are asked to indicate on the registration form whether they wish to apply for a scholarship. Details of the arrangements will be sent to all who express an interest.

We encourage parents of Scholars who anticipate that they will experience difficulty in meeting the balance of the tuition fees, to apply at the same time for one of the school's means tested bursaries described below, when they register their child.

Bursaries

Bursaries are means-tested and both parents are required to provide proof of their income and assets. The level of support varies according to parental need.

Bursaries are always offered for 12 months at a time. The family is required to provide fresh information about its circumstances for every year that their child attends the school. Levels of support may vary with fluctuations in income and availability of Bursary funds.

Overseas applicants

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We welcome overseas pupils at Pembroke House. He/she must have an appointed relative or legal guardian living in Kenya.

Religious beliefs

Although Pembroke House has Christian roots, we do not select for entry on the basis of religious belief. However, parents should be aware that there is compulsory Chapel on Sunday evenings which is largely Christian in ethos, and that all pupils are expected to attend.

Pembroke ethos and traditions

Once at Pembroke House, the child and their parents are expected to uphold and trust the traditions and ethos of the school, including, but not limited to, the teaching and learning process, dress, haircuts, conduct and overall behaviour. They must agree to conform to the rules of the school and loyally support those in authority.

School's contractual terms & conditions

Copies will be made available to parents as part of the admissions process. However, parents must agree to give one term's notice in writing or pay one term's fees in lieu before withdrawing their child/children. The school's fee structure and payment policy is provided to all parents each year and is available from the Registrar and on the school website. This policy also details our terms with regard to outstanding fees.

A registration fee of Ksh 5,000 is charged at the point of registering a child. Registration does not secure a place for the child but does give priority over those non-registered.

A Joining Fee of Ksh 150,000 is payable to secure a place for a child, 50% of which is refundable after the child's final term if all obligations have been met. The Joining Fee must be paid no later than July 1st in the year of joining.

Complaints

It is hoped that parents do not have any complaints about the admissions process. In the unlikely event that a parent wishes to lodge a complaint copies of the School's complaints procedure can be found on the school website or can be sent out on request.

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