



# **PEMBROKE HOUSE**



## **ADMISSIONS POLICY**

**A whole-school policy including the EYFS**



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## 1. A Brief History of the School

Pembroke House Preparatory School was named after the Cambridge College attended by its foundering Headmaster, Harold Turner, who established the school in 1927 and conducted it from the outset on the lines of a traditional British preparatory school.

The School has been owned by Kenya Educational Trust (KET) Limited since 1959. This body, accepted by guarantee without having a share capital, is an independent institution with all income received devoted to the management and improvement of the School.

The British Common Entrance requirements are central to the School's academic aims, standards and expectations and the school is a member of the Independent Association of Prep Schools (IAPS).

## 2. General

Pembroke House is a small, co-educational, independent boarding school of approximately 190 children in Years 1 to 8. The school also has a Pre Prep which is outlined below.

### Early Years

Mini-Martlets (6 months to 2 years)

Pre-Nursery (2-3 years)

Nursery (3-4 years)

Reception (4-5 years)

### Boarding

Junior School: Year 1-4 (5-9 years)

Middle School: Year 5 & 6 (9-11 years)

Senior School: Year 7 & 8 (11-13 years)

## 3. Boarding

Pembroke House is a full boarding school with a responsive approach. This means that the school is fully functional, 24 hours a day, from Monday to Sunday, throughout the term, providing a warm, happy and busy environment for all the children in our care. Within this, the school is responsive to the varying circumstances of different families.

We are understanding of the individual needs of our parents and children and are open to balancing these with the underlying traditions and ethos of the school. Pembroke is, in many ways, unique and special because of its boarding and, as a school community, we must treasure this.



## 4. Pembroke Ethos and Traditions

Pembroke House believes in an all-round, holistic education that goes far beyond the classroom walls and is guided both by our motto 'Fortuna Favet Fortibus' (Fortune Favours the Brave) and the assertion that 'every child matters, every moment counts'.

Pembroke provides a safe environment which actively fosters the freedoms of childhood; the children are encouraged to live a healthy, outdoor lifestyle, where they learn to respect one another and are able to self-assess risk through work and play.

When a family joins Pembroke House they are accepting and agreeing to the key principles and core ethos that are central to what we believe in and strive for as an educational institution.

Once at Pembroke House, the child AND their parents/legal guardians are expected to trust and uphold these values and traditions, including, but not limited to, the teaching and learning process - both inside and outside of the classroom, conduct, dress, haircuts and overall standards and behaviour.

They must agree to loyally support and conform to the rules and expectations of the school, embracing the style of education that underpins all that is undertaken at Pembroke House.

## 5. 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. At the start of the entry process, a personal visit is strongly recommended, and is arranged through the Registrar ([registrar@pembrokehouse.sc.ke](mailto:registrar@pembrokehouse.sc.ke)).

## 6. 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 (see below) 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.

## 7. Special Needs

We do not discriminate in any way regarding entry. We welcome pupils with special educational needs and physical disabilities, providing that the school can offer them the

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support that they require. We advise parents 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.

### 8. 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, 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 have an informal meeting with all candidates as part of our assessment process for each age group (apart from Pre Prep). They may also be asked to sit a Wide Range Achievement Test that is administered by the Learning Support department or the Head of School.

Parents or guardians are also required to provide a leaving certificate and 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.

### 9. 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.

### 10. 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.

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## 11. 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 their circumstances for every year that their child attends the school. Levels of support may vary with fluctuations in income and availability of Bursary funds.

## 12. Overseas Applicants

We welcome overseas pupils at Pembroke House, but there must be an appointed relative or legal guardian living in Kenya.

## 13. Religious Beliefs

Although Pembroke House has Christian roots, we do not select for entry on the basis of religious beliefs. However, parents should be aware that there is Chapel on Monday and Friday mornings which is largely Christian in ethos, which all pupils and staff attend.

## 14. 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 or can be found on our school website. This policy also details our terms with regard to outstanding fees.

A Joining Fee of Ksh 300,000 is payable to secure a place for a child, Ksh 225,000 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.

## 15. 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.