



THE ELMS

EST 1614

15a. Admissions Policy

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Policy Owner	Headmaster
Governor	Governance SMG
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We recognise that all members of the school staff, including volunteers and peripatetic staff, share the duty of care for children at the school. We aim to ensure that the health, safety and welfare of all pupils is paramount. This policy should be read in conjunction with the school's Safeguarding policy which includes Child Protection procedures.

GENERAL

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 The Elms. We hold a number of Open Days which give a general introduction to the Schools. We are also very happy to welcome prospective parents and their children at other times when specifically arranged visits can be tailored to individual family requirements.

The Elms provides education for pupils between 3 and 13 years. There are 170 pupils. Prospective parents should contact the Registrar on 01684 504344 or by email to registrar@elmsschool.co.uk

ENTRY PROCEDURE

Applicants for admission should register as soon as possible before entry, and ideally by the November of the year preceding the desired year of admission.

Entry is usually to the Early Years Montessori department from the term in which the child turns three years of age, with a further planned intake to the Lower School at Year 3, or to the Main School (Year 4), primarily at age eight years old. Children can be accepted to The Elms at any point in their school career up to the end of Year 8.

For those wishing to join the Early Years or Lower School, an interview with the parents takes place to assess their recognition of the aims of the school. No academic selection process is involved. Prospective pupils then visit the school for part of a day to enable the staff to assess how best to provide for them within the school community.

Main School entry is not academically selective at any stage and children enter the school with a very wide range of academic ability. Children with special educational needs, whether they are academic, physical or behavioural are welcomed, provided we are confident that we can provide for a child's individual requirements. Encouragement is given to those who have experienced problems or failure at their previous school. Given the organisational structure of the Main School, entry can be considered at any stage. Final selection depends upon interview with the parents and the child and their suitability assessed, if necessary, with the addition of a report from the candidate's current school. Children are usually placed in their conventional academic year group (with the year running from September 1st to August 31st).

The Elms mainly admits pupils at 3 years of age (Nursery), at 8 years of age (Year 4) and at 11 years of age (Year 7), although places in other year groups may be available.

EQUAL TREATMENT

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

The Elms School is committed to equal treatment for all, regardless of a candidate's race, ethnicity, religion, sexual orientation or social background.

SPECIAL EDUCATIONAL NEEDS AND DISABILITIES

The School is inclusive and welcomes applicants with disabilities and special educational needs. The School currently has limited facilities, physical and otherwise, for the disabled and those with special educational needs but it will do all that is reasonable to comply with its legal and moral responsibilities under the *Equality Act 2010* and the *Special Educational Needs and Disability Act 2001* in order to accommodate the needs of applicants who have disabilities and special educational needs for which, with reasonable adjustments, the School can cater adequately.

Parents of a child who has any disability or special educational needs should provide the School with full details on registration and discuss their child's requirements with the School. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their child's position.

The School shall determine the reasonable adjustments that are required for the applicant based on the information provided, in accordance with the School's obligations under equality legislation. We will discuss thoroughly with parents and their medical advisers the adjustments that can reasonably be made for the child to ensure that the admissions procedure is accessible for him/her and that the School can cater adequately for him/her if he/she becomes a pupil.

THE PROCESS

Although there are no entrance exams, it is the case that the preconditions for admission for candidates are that:

- The applicant is of the appropriate age and sufficient maturity.
- The School is able to provide adequately for some special educational needs (if any) the applicant may have following assessment by the Special Educational Needs Co-ordinator if required.
- The School, having made reasonable adjustment, has the capacity to cope with any disability the applicant may have.
- The applicant fulfils any conditions of offer set out in the conditional offer letter.
- Fees (if applicable) at the present school have been paid.
- The applicant has the legal right to live and study in the UK or, where appropriate, will be sponsored by the School to do so.

REGISTRATION AND FEES

On admission, parents complete a Registration Form, which registers interest in a place for their child, and pay a Registration Fee of £50. Parents are then required to pay a deposit of £500, (redeemable at the end of the final term) to secure their child's place in the school.

SCHOLARSHIPS

The Elms School offers scholarships each year for excellence in any of:

- Academic subjects
- Music
- Sport
- Drama

- Art
- Musical Theatre
- All-Round ability

Further details of the Scholarship entry and assessment process will be provided by the Registrar, or the Headmaster's PA.

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

Assistance with fees is available from the following sources:-

- The School itself
- The Ashby Elms School Trust.

Parents of modest means with children applying for a place at the School are eligible to apply, as are parents of children already at the School in the event of a change of financial circumstances. Parents wishing to apply should complete a Statement of Financial Circumstances form (the Blue Form) which is available from the School Office.

Our bursary programme is designed to make it possible for as many as possible of those who meet the School's entry criteria to take up a place here. We offer a number of means tested awards annually to entrants at the usual points of entry. Bursaries are means-tested in accordance with the criteria set out in the School's policy. 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 a fixed period, and are subject to periodic review within that period. 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.

The School's practice is to allocate its entire available bursary funding on entry. The School's expectation is that parents who do not choose to apply for a bursary at the time that their child is being assessed will not require financial support throughout the time that their child attends the School, except in wholly unforeseen circumstances.

OVERSEAS APPLICANTS

We welcome overseas pupils, who can study at The Elms as a boarder provided that he/she has a relative or legal guardian living in the UK with whom he/she can stay if necessary. The school has a minimum of two exeats per term. The Elms School does welcome pupils for short stay (preferably one term, or as a minimum half a term)

Overseas Registration and Fees

On admission, parents complete a Registration Form, which registers interest in a place for their child, and pay a Registration Fee of £500. Parents are then required to pay a deposit of £1000, (the deposit is redeemable at the end of the final term) to secure their child's place in the school.

Fluency in English

In order to cope with the academic and social demands of The Elms, pupils must, as a minimum, be moderately fluent English speakers, to a level that the School considers appropriate to follow successfully the demands of the curriculum. This will be ascertained through an interview with the Headmaster or Registrar. Overseas pupils for whom English is a second language may be asked to sit a short numeracy and literacy exam to ascertain their academic standard.

Religious Beliefs

Although The Elms School is a Church of England School, we do not select for entry on the basis of religious belief. Parents should be aware however that there is compulsory Saturday morning school for Years 5 - 8, and that all senior school boarding pupils are required to attend Chapel each Sunday; in addition to other special church services throughout the School year.