



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

This policy is applicable to all pupils, including those in the Early Years Montessori department.

The Elms School is a mainstream, co-educational boarding and day school for children aged 3 to 13 years of age, which offers a supportive environment that enables all students to achieve to the best of their abilities. This includes those who are 'gifted and talented' and those with mild learning support needs and disabilities, who are suited to the School's offer.

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.

Children may enter to the Early Years Montessori department from the day on which a child turns three years of age. Children can be accepted into The Elms at any point in their school career, up to the end of Year 8, and are usually placed in their conventional academic year group (with the year running from 1st September to 31st August).

Children are welcome to apply and join the School at any stage during an academic year. Where there are no places available, a child's name may be placed on the waiting list, upon payment of the Registration Fee.

Generally, no academic selection test is involved. Offers are based on initial screening, an interview with the parents and/or pupil (wherever possible), preferably a taster day, and after consideration of the prospective pupil's most recent school report. If thought necessary by the Head, additional assessments to measure the prospective child's current levels of learning may be required.

Wherever possible, prospective children are invited for a taster session at the School. In order to ensure the School is able to meet the needs of all its prospective pupils, an additional taster day and/or an assessment session with the Head of SEND may be required.

Boarders are accepted if the Head is satisfied that the child is ready and able to embrace boarding.

The following pre-conditions apply to **all** applicants

- The applicant must be of appropriate age and sufficient maturity.
- The applicant must fulfil any conditions of offer set out in the offer letter.
- The applicant must have the legal right to live and study in the UK or, where appropriate, will be sponsored by the School to do so.
- Fees (if applicable) at the present school must have been paid
- The School must be able to provide adequately for the applicant's specific educational needs (if any), as assessed by the Head of SEND, where relevant.
- The School, having made reasonable adjustment, must have the capacity to cope with any disability the applicant may have.

Any offer of a place at the School will be subject to the School's Terms and Conditions and is at the Head's discretion, whose decision is final.

On admission, parents complete a Registration Form, which registers interest in a place for their child, and pay a Registration Fee. This is a non-refundable fee. On acceptance of a place, parents are then required to complete and sign an Acceptance Form pay an Acceptance Deposit, which is redeemable at the end of the final term.

A child's place at the School is only guaranteed after receipt of the completed Registration Form and Acceptance Form, the Registration Fee (non-refundable) and the Acceptance Deposit (redeemable at the end of the final term).

Parents must disclose any known or suspected circumstances relating to their child's health, physical, mental and emotional well-being, allergies, physical disabilities, self-care needs or learning difficulties or social circumstances which could impact on their child's learning and social behaviours, or those of other children in their prospective peer group. Failure to disclose important information during the admission process may lead the School to withdraw an offer of a place after acceptance.

OVERSEAS APPLICANTS

The School welcomes applications from children overseas. If an international pupil does not hold a UK passport, they may require a Child Student Visa to study at the School. The School is licensed to support child student visa applications. All prospective families must read the requirements of a Child Student Visa carefully, to make sure they meet the criteria before making an application to the School.

In order to cope with the academic and social demands of The Elms, pupils must speak English, to a level that the School considers appropriate to allow them to successfully follow 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 an exam to ascertain their academic standard.

All overseas children must have an appropriate UK guardian appointed for them, with whom he/she can stay during exeats, half terms, and whenever necessary. The school has a minimum of two exeats per term.

For pupils for whom a Child Student Visa is required, a Confirmation of Acceptance of Studies (CAS) will not be issued until the School has received the completed Registration Form and Acceptance Form, plus the Registration Fee, Acceptance Deposit, and the first term's fees. A copy of the child's passport and birth certificate, their latest school reports and a completed guardian form must also be received by the School before CAS will be issued.

The School may occasionally welcome pupils for short stay (preferably one term, or half a term) but priority will be given to pupils applying for a year or longer.

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 any Educational Psychologist report or medical report to support their child's position.

EQUAL TREATMENT

In applying the Admission Policy, the School is committed to safeguarding and promoting the welfare of students, welcoming students from all ethnic groups, backgrounds and creeds whilst balancing human rights and freedoms with the lawful needs and rules of the School community and the rights and freedoms of others. 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.

Although The Elms School is a Church of England School, the School accepts prospective students from backgrounds of all faiths or none, but who have a commitment to The Elms School Values. The School does however, expect all its students to attend assemblies, congregational singing and school services, which are fundamental to its ethos.

BURSARIES

Assistance with fees is available from the following sources:

- The School itself
- The Ashby Elms School Trust.

Parents of modest means with applying for a place for their child at the School are eligible to apply for a bursary, 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 (available from the Bursar).

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 offered for a fixed period, and are subject to yearly 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.