

## **Admissions Policy – Including EYFS**

Date of Policy:	<b>September 2025</b>
Policy Approved By:	<b>External Relations &amp; Board Operations Committee</b>
Policy Owner:	<b>Head, The Elms</b>
Next Policy Review:	<b>September 2026</b>
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Governor Committee(s):	<b>External Relations &amp; Board Operations Committee</b>

All admissions and registrations to The Elms are coordinated by The Elms Admissions Officer and the Head of The Elms. This document should be read in conjunction with the following documents.

- The Elms Nursery & Pre-School Terms and Conditions.
- The Elms Terms & Conditions.

We are committed to promoting and supporting positive pupil mental health and wellbeing through our policies and practice. Our first consideration, as professional, adult practitioners, will be how our actions support and promote the wellbeing of every child.

### **The Parents**

The use of the word Parents for the purposes of this Policy means either or both of the parents of the pupil or the person/s with legal parental responsibility of the pupil as set out in the Registration Form and any person who subsequently agrees, with the consent of the school, to accept responsibility for the performance of these terms.

Parents shall inform the school in writing with supporting documentation of any court orders in force which affect the pupil’s contact with any other person, regardless of the pupil/other person relationship, or which affect the ability of the pupil to travel.

### **Aims of this Policy**

- To ensure compliance with the school’s charitable purpose as a school providing independent day education for boys and girls between the age range of 0 and 11 and providing independent boarding education for boys and girls between the ages range of 10 and 11.
- To set selection criteria and procedures that are consistent with this charitable purpose and fair to applicants.
- To identify applicants whose academic and other abilities match the ethos and standards of the school, and whose personal qualities suggest they have the potential to contribute sufficiently to the school community and benefit from the many opportunities that are offered here.

### **Entry Points**

The school admits pupils into all year groups of the school and Nursery depending on availability of places. For places in the Pre-School the school normally uses the term after the applicant

turns 3 for the entry point. For entry to main school (Reception through to Year 6) the school normally uses the 01 September birthday watershed for determining the applicant's year for entry.

### **Selection**

The Elms is a selective school. However, the school will endeavour to admit all pupils who are likely to benefit from an Elms School education. The Head of The Elms requires evidence that the child has reached an appropriate standard both academically and socially. This evidence will be collected through:

- Success in the School Entrance Assessment and interview (if applicable).
- A positive reference or report from the applicant's present school or Nursery/Pre-School.
- A successful 'Taster Day' or 'Settling in Session'.

The school will inform those parents whose child has not been offered a place that it is school policy not to discuss their child's performance and that the school's decision is final. The preconditions for admission are that:

- The applicant is of the appropriate age and sufficient maturity.
- The applicant enjoys good general health and will be able to attend lessons and fully participate in the life of the school.
- The applicant's learning difficulties and other special needs (if any) have been fully disclosed at the point of registration to the school and are, in the opinion of the Head, within both the school's and the pupil's capacity to cope.
- The school would be able to make all reasonable adjustments for a disabled applicant and, if the applicant was refused entry to the school based on their disability, then the reasons would be communicated clearly to the applicant's parents or guardian.
- Any disclosed learning difficulties and special needs must be able to be supported within our current SENCO support capability.
- The school report from the applicant's current school is satisfactory in respect of conduct and attitude.
- A reference from the current school will be requested and a satisfactory response required.

The school will comply with all anti-discrimination and equal opportunities legislation with regard to gender, race, religion, disability and human rights. The school will not take into account family connections with Trent College and The Elms, area of residence, socio-economic group or sexual orientation.

### **Registration**

Parents are requested to complete an online Registration Form together with a non-refundable registration fee to cover administration costs, within the prescribed timescales. The registration fee is advertised on the school's website. The completion of a Registration Form does not guarantee admission by the Head nor does it in any way bind parents. The registration fee is non-refundable. No priority is given to applicants based on the order applications are received. Applicants are held in a 'waiting pool' and places are allocated in line with the selection criteria noted within this document.

### **Waiting Pool Place**

If the school accepts an application for registration, the parent will be informed by letter. This ensures that a place will be held for the child on the 'waiting pool'. No priority is given to applicants based on the order applications are received.

## **Formal Offer**

Upon accepting the offer of a place at The Elms, all parents are expected to have read and accepted the relevant Terms and Conditions document. We require the completion of the Acceptance Form and Medical Form, a copy of the child's birth certificate, passport and visas if required and payment of the acceptance deposit. The deposit is refundable upon leaving the school, minus any expenses which have been incurred. Fee information can be found in the Admissions section of the school website.

The school keeps an up-to-date register of admissions in line with the Education Regulations 1995.

## **International Students (where English is a second language) Admissions**

The entrance criteria for selection of international students are:

- Success in the school's entrance assessment, including testing in Maths and English (pupils must have a strong command of the English language to ensure they are capable of meeting the academic demands of the school.)
- Strong school reports.
- Interview in person or via video conference call.

## **Boarding**

Pupils at The Elms are unable to board at this time. Any Year 6 pupils interested in boarding at Trent College from Year 7 may request a taster boarding stay as part of the transition process to Year 7.

## **Bursaries**

The Trent College Bursary Scheme enables pupils, who meet the required academic standard for entry but whose family circumstances cannot ordinarily meet the financial commitment of an education at The Elms, an opportunity to apply to gain places at our School. All bursaries are means tested and reviewed annually.

Parents wishing to apply for a bursary should indicate this to The Elms Admissions Officer. They will then be sent an Application Form from the Bursar's Department and may be invited to attend an interview with the Bursar.

## **Specific Learning Difficulties, Disabilities and Support**

The school is committed to providing equality of opportunity through the creation of an environment in which individuals are treated on the sole basis of their relevant merits and abilities. Parents/guardians are required to disclose their knowledge of any specific learning difficulty or disability relating to their child on registration.

International students for whom English is not their first language will be asked to meet with our SENCO lead in order to establish if any additional support is required to enable them to meet the curriculum requirements.

The Elms is a selective school and as such educates pupils of average and above average ability, with a view to admissions to Trent College at Year 7. The school makes reasonable adjustments to the curriculum to enable pupils with specific needs (e.g. dyslexia) or physical needs to access the curriculum.

If a pupil is not meeting age-appropriate developmental or academic progress, support will be provided by the school through differentiation in lessons, support from Teaching Assistant (TA) in KS1 and Learning Support TA in KS2. In addition, specialist lessons can be booked from the Dyslexia Association trained staff, at an additional cost to parents. In exceptional circumstances, a child may have additional 1:1 support, funded by parents to support their development and progress. This 1:1 support is appropriate in KS1 but would be phased out by the end of Year 2.

Pupils in KS2 are expected to access the curriculum independently without 1:1 support and should be meeting age-appropriate expectations developmentally, socially and academically, with a view to preparing them for the transition to Trent College. In exceptional circumstances, a child with an EHCP which requires 1:1 support will be allowed entry to The Elms if the school can meet all of the child's other needs.

### **Responsibility for Admissions**

The Head is responsible for admissions and for the operation of this policy. The selection criteria and application process are determined and reviewed regularly by Governors. Those involved in selection and interviewing have received appropriate preparation and training. Documents supporting each application for admission will be retained by the school for at least one year after the entrance selection period, whether or not the applicant is offered a place.

The school maintains admission and attendance registers in accordance with the Department for Education's School Attendance Guidance for maintained schools, academies, independent schools and local authorities (August 2020).

### **The Period of your Child's Schooling**

If a place at The Elms is offered to your child and accepted, this will be for the duration of their education up to the end of Year 6. This is provided that your child meets the academic entry requirements for each year group. Should these academic requirements not be met, your child may be offered the opportunity to repeat one year to allow them to consolidate learning and close any academic gaps. Following a repeated year, your child must meet the academic requirements of the next year group to remain at The Elms. You will be informed if your child's academic progress is a cause for concern and therefore withdrawal from the school is a possibility.

The school aims to meet the needs of every child, making reasonable adjustments as and when appropriate and actively engages with external agencies to support pupils with SEND and those on an EHCP. If the school is unable to fully meet the provisions of an EHCP, we reserve the right, following consultation with parents, to request or require the withdrawal of a pupil from the school. In these circumstances the school will support the parents in finding an alternative placement which can meet the child's needs. Any decision to request withdrawal or require the removal of a pupil will be made as a last resort and in line with the terms of the parent contract.

### **Withdrawal**

#### **Nursery**

A month's written notice is applicable for children in the Nursery and means written notice given no later than 12.00 noon on the day one full calendar month before the day to which the notice relates. A month's fees become payable in the absence of the notice period given above.

#### **Pre-School, Reception and Years 1 to 6**

A full term's written notice is required by 12.00 noon on the first day of term in respect to withdrawal of a pupil from school after acceptance of a place, or for removal at any time during the pupil's education at the school. A full term's fees become payable in the absence of the notice period given above.

The Head of Admissions will ensure that the appropriate Local Authority is notified when a pupil is about to be removed from the school admission register at a non-standard transition point under any of the 15 points in Annex A (page 20) of 'Children Missing Education – Statutory Guidance for Local Authorities, September 2016'. The Elms Admissions Officer will, where possible, identify the receiving school and also ensure that the appropriate Local Authority is

informed within five days of any pupil who is added to the admission register at a non-standard transition point.

The statutory guidance can be viewed at:

<https://www.gov.uk/government/publications/children-missing-education>

### **Misbehaviour and Exclusions**

Details of the school rules, expectations of pupils' behaviour and exclusion procedure are detailed in the school's Behaviour Policy.

#### Exclusion from Nursery and Pre-School

Full details can be found In The Elms Nursery & Pre-School Terms and Conditions.

#### Exclusion from The Elms (Reception to Year 6)

Full details can be found In The Elms Terms and Conditions.