



# Elstree School

Including all of the Pre-Prep Department and Early Years Foundation Stage

## Admissions Policy

### Contents

1. Introduction.....	2
2. Admittance Procedure.....	2
3. Guardian Arrangements for Boarders.....	2
4. Disability.....	2
5. Special Educational Needs /Difficulties (SEND).....	3
6. Access to Scholarships and/or Bursaries.....	4
7. Summary.....	4

Person responsible for Policy: TG/ACTI

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Elstree School is a Company Limited by Guarantee No 690450 (England)

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## **1. Introduction**

The aim of this policy is to ensure that all those who enter Home Farm and Elstree School will be able to benefit from the education offered, by setting out the admissions procedure from initial contact to acceptance of a place and ensuring that not only parents have all the necessary information, but also the opportunity to see and become familiar with the school.

The school admits boys and girls to Home Farm (the pre-preparatory department) from the term in which they reach 3 years of age; girls leave aged 8, at the end of Year 3. Boys are admitted to Elstree normally in the September following their seventh birthday (Year 3). However, pupils can be admitted into all year groups at Home Farm and Elstree. Pupils are initially accepted on a 'first come, first served' basis based on date of registration until the maximum number of places in a class or year group is reached, and on a successful taster or discovery day. A waiting list will then be initiated.

## **2. Admittance Procedure**

The admittance procedure involves the parents and prospective pupil meeting the Headmaster or the Head of Home Farm; this is followed by a tour of the school. The School will usually request a written report from the Head of a prospective pupil's present school and the school must be informed of any special educational needs at this stage.

Parents should make their application (registration) well in advance. In the year before the pupil is due to start at the school, places will be offered. To accept the place, the enrolment form must be completed together with the deposit paid; the deposit is refundable on the pupil's final account whether at Home Farm or Elstree School.

All new pupils will be invited either to a New Pupils' Day in the term preceding their start at Home Farm or Elstree. All boys joining Elstree in Year 3 upwards will also be required complete a discovery day or taster day during which they will take some assessment tests in a minimum of English and Mathematics, and some Cognitive Ability Tests. This is not an entrance examination but an attempt to ensure that the School can most effectively gauge the suitable entry for that pupil into a particular form, set or stream. These tests may however be applied to pupils joining Year 2, at the discretion of the School. The pupils will spend a full day at the school with their prospective year and participate in all the day's activities.

## **3. Guardian Arrangements for Overseas Boarders**

In line with the Terms and Conditions Form signed by all new parents, all parents of overseas boarders must organise a suitable guardian for their child(ren) prior to arrival at Elstree. Please see our Guardian Policy for further details.

## **4. Equal Opportunities and Disabilities**

Elstree School is committed to a policy of equal opportunities in admission and the provision of education, and will not unlawfully discriminate between pupils or prospective pupils. We follow the Equalities Act 2010 which prohibits discrimination in training and education on the grounds of any of the following protected characteristics: age, disability, gender reassignment, race, religion or belief, sex, culture, Linguistic background, SEN and sexual

orientation: further information can be found in the Equal Opportunities Policy. Parents of children with disabilities, including special education needs, are asked to notify the school upon application of any reasonable adjustments their child will require, either within the admissions process or, in the event of being offered a place at the school, in taking that place.

The School has limited facilities for those with disabilities but will do all that is reasonable to comply with its legal and moral responsibilities under the Special Educational Needs and Disability Act 2001 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the school can cater adequately. Elstree School wishes to be reasonably sure that it would be able to educate and develop all its pupils to the best of their potential, in-line with the standards achieved by those pupils' contemporaries, so that each pupil may have a complete and full school career and feel part of the well-rounded education to which the school aspires. The School wishes all its pupils to be able to participate in all aspects of school life throughout their time at school.

In assessing a pupil's application, the school may take such advice and require such assessment as it regards necessary to make sure that the school can develop the pupil to the best of the pupil's ability. This applies to specific learning difficulties as well as behavioural and physical difficulties. Ultimately, any decision in relation to whether to offer a place will be taken in the light of the child's individual needs, the interests of other pupils, the school's need to maintain academic, musical or sporting standards and whether any adjustments required would be reasonable.

## **5. Special Educational Needs /Difficulties (SEND)**

The school is able to provide support for pupils with mild learning difficulties. The School employs, under the leadership of a full-time Head of the Learning Development Department, a well-qualified team of specialist staff, who can provide one-to-one support for such pupils.

Special Educational Needs/Disabilities (SEND) are often recognised at Home Farm or before a boy joins Elstree. Sometimes the need is uncovered during the routine screening of all new pupils during their first week in the School. Sometimes the result of this screening is to keep a watching brief on the boy's progress because there is a suspicion that a problem might exist.

All parents are informed at interview of the availability of learning support, should it be desirable, and of the fact that learning support is a chargeable extra on the school account.

When a prospective pupil presents with specific learning difficulties, behavioural problems or disabilities of any other kind, discussions (and, if necessary, assessments) are held with all interested parties to establish whether the school will be able to provide successfully for the needs of that pupil. In some cases, the Headmaster may have to decide that Elstree or Home Farm would not be the best choice of school for the pupil. In such cases, he will suggest that the parents look elsewhere for a school which will be better equipped to develop the natural abilities of that pupil.

## **6. Access to Scholarships and/or Bursaries**

A limited number of bursaries / Scholarships are available to support those in need to access an education at Elstree. Details can be found in the Bursary Policy document.

## **7. Tier 4 Visa Requirements**

Parents, guardians and agents are advised to let the Registrar know at the earliest stage of the admission process if a tier 4 visa is required. The School welcomes pupils from all countries and reserves the right in the situation where a Tier 4 visa is required, to add an additional charge for the processing and administration work associated with the initial visa application and ongoing documentation. The one-off fee for this is £1000 which will be added to the first school invoice as detailed in the School Fees Policy.

## **8. Summary**

Elstree School, incorporating Home Farm School, is committed to the aim of providing an education that will prepare students, in all aspects, for their move to their senior or other school. There are no criteria, other than those mentioned above, upon which admission to the school is granted.