



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	3
5. Special Educational Needs /Difficulties (SEN-D)	3
6. Access to Scholarships and/or Bursaries	4
7. Summary	4

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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 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 Elstree Pre-Prep from the term in which they reach 3 years of age. The usual entry points to the Pre-Prep are Nursery and Reception. Pupils are admitted to Elstree normally in the September following their seventh birthday (Year 3). However, pupils can be admitted into all year groups in the Pre-Prep and Elstree if places are available. Places are offered at the discretion of the Headmaster and are offered 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 completion of a successful Taster Day. A waiting list will then be initiated. If a year group is oversubscribed priority will be given to siblings.

2. Admissions Procedure

The admissions procedure involves the parents and prospective pupil meeting the Headmaster or the Head of Pre-Prep; this is followed by a tour of the school. The School may 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.

All new pupils joining Elstree in the Autumn Term will be invited to a New Pupils' Day in the Summer Term preceding their start. All children joining Elstree in Year 3 upwards will also be required complete a 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 also 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 group and participate in all the day's activities.

The School is non-selective but if the School feels a child is unable to benefit from the education offered the School will discuss the situation with the parents to provide the best outcome for the child.

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, pregnancy, maternity, 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 (SEN-D)

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 (SEN-D) are often recognised at the Pre-Prep or before a child joins Elstree. Sometimes the need is uncovered during the routine screening of all new pupils during their first few weeks in the School. Sometimes the result of this screening is to keep a watching brief on the child's progress because there is a possibility that a specific difficulty 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 Pre-Prep 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. Child Student Visa Requirements

Parents, Guardians and Agents are advised to let the Registrar know at the earliest stage of the admission process if a Child Student Visa is required. The School welcomes pupils from all countries and reserves the right in the situation where a Child Student 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. If a second Visa application is required, due to a pupil exceeding the length of their initial Child Student Visa, an additional one-off fee of £1000 will be applicable.

8. Summary

Elstree School, incorporating the Pre-Prep, is committed to the aim of providing an education that will prepare pupils, 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.