

Elmhurst School

Policy for Admissions – General

POLICY FOR ADMISSIONS – GENERAL

Aims

- To make each child's start a happy and successful one
- To achieve this by giving children and parents as much information about Elmhurst and the education we provide as possible
- To begin a partnership with parents that will be lasting

Procedures

Children are admitted in our Reception year group up to a maximum of 40 (20 per class), and to any other following Year Group as and when places occur. Prospectuses are sent out as requested and interested, prospective parents are asked to ring to make an appointment to be shown around the school (with or without their child) on a normal working day, by the Head Teacher. Any discussion as to the procedure for their child's admission to the school is conducted at this visit. No children are admitted until personal contact has been made.

Parents are able to register their child on the submission of the appropriate registration form and fee. This expresses an interest in a place (but does not mean that a place will be automatically offered). Only one such registration fee per child is payable, even if the child was to take up the place at a later date. Registration can take place at any time prior to the Assessment morning in the January before the anticipated September start date (or after this if places still remain).

Entry is by assessment. For our main Reception intake an Assessment Day will be held in January before prospective admission the following September. Candidates are invited in groups so that their social, as well as academic skills can be investigated. A variety of tasks will be set according to the abilities of each candidate. In all cases an offer of a place is based upon social interaction and perceived potential rather than totally on current ability. This, therefore, should not handicap those whose pre-schooling has been minimal.

For those boys who have not convinced us of their suitability, a later Assessment date (in the Summer Term) will be suggested, to allow that child more time to mature and to hopefully present himself more effectively. This is, of course, providing that places still remain.

If the number of candidates exceeds availability, then places are allocated based on the following priorities:

- 1) A brother already at the school
- 2) The degree of satisfaction of the Assessors that the child has the potential to keep up with the general standards of the school and therefore not struggle unhappily.
- 3) Length of time on the registered list.

At other Year Group stages other than Reception, assessment is done on an individual basis, by the Headteacher and at least one relevant year group teacher. Candidates will then be diagnostically assessed in Reading, Comprehension and Mathematical Skills.

The school will encourage prospective pupils to spend a morning at the school to ensure he feels comfortable in a new school should he be offered a place. A place will be offered if we believe that child's potential is sufficient so that he will not be unhappy keeping up with the generally expected standards at Elmhurst.

Every effort to conform to our Equal Opportunities Policy will be made in our 'selection' process. Race, religion, colour, nor disability will play any part in that selection. However, English-speaking is a basic requirement of entry as we have no EFL Department and paying-parents would not expect their son's educational time to be diluted by teachers spending time on others unable to communicate in our language.

We are also a Boys' School – therefore we have to discriminate with regards to the sex of our pupils.

Following the Assessment parents will be informed as soon as possible (that or the next day if possible) if there is a place to which we feel their child(ren) will be suited. An offer of a place will be made and a deposit asked for upon their acceptance.

Parents of children already in schools in the area, or in an Independent School anywhere, are asked to discuss a possible move with the Headteacher of the school which their child is already attending. We do not encourage parents to move their children from current schools without good reason.

Once acceptances are confirmed, each future Reception child and his family are invited to spend time with us in the Summer Term prior to the September start date. In the first weeks of September, all parents are invited to a 'Social & Information evening' to meet other parents within Key Stage 1 and all staff members will attend.

Likewise, families who are new to the school in other year groups are invited to attend the 'Social & Information evening' appropriate to their Key Stage. Again, this is an opportunity to meet other parents and all members of staff.

Parents are asked to complete a personal information sheet for their child prior to admission.

Once the child has been admitted, parents are asked to keep in close contact with the class teacher to ensure that their child's transition to a new school is a smooth one.

As soon as the child starts school, the school secretary will request records from the previous school (including standardised testing results where appropriate), and further details for our own school record cards.