

ELM GREEN PREPARATORY SCHOOL



Admissions Policy

Reviewed – March 2026
Ratified by Principal - April 2026
Next Review – March 2027

ELM GREEN PREPARATORY SCHOOL

ADMISSIONS POLICY

Introduction

Elm Green Preparatory School is a co-educational day school for pupils from the ages of 3 to 11. At Elm Green great pleasure is taken in seeing our pupils develop their own unique personalities and talents, watching them flourish and grow in a setting that aims to keep them safe and independent as well as stimulated and challenged by the experiences available. Staff take their responsibility to provide an “education for life” seriously and aim to prepare all students to meet their future with confidence.

Pupils may join the school in the Nursery Class but subject to an available space pupils may be admitted into any year group. Elm Green School is non-selective although the Principal reserves the right not to offer a place if it is deemed that the school cannot meet the needs of a particular pupil.

Applications Procedure

- Parents wishing to consider the school for their child should first contact the school to request a prospectus and registration form.
- Prospective pupils and their parents are welcome to visit the school at any time by prior arrangement.
- The school holds an Open Day to give all parents and prospective parents the opportunity to see the school.
- Parents interested in applying for a place should complete a registration form and send this to the school with the appropriate registration fee. Once registered the child will be placed on the school’s waiting list.
- Providing both the school and the applicant wish to proceed then an offer of a place will be made in writing. The parents will then be required to read the accompanying terms and conditions of entry before signing the acceptance form (which is a legally binding contract) and return this to school together with a deposit before a place is guaranteed.
- A deposit is held for each child for whom a place is accepted. This is returned when the child leaves at the end of Year 6 or when due notice has been given if leaving before then. The deposit will be forfeited in circumstances where contractual obligations have not been met.
- Potential parents who have a grievance or complaint in relation to the admissions process may use the school’s complaints procedures.

Pre School-Age

Before children reach school age, places are allocated according to the following format:

1. The first registered 22 children for each class
(or in the case of Nursery the first registered 13 children)

2. Brothers and sisters of children already in school.
3. Children of former pupils.
4. Children whose younger brothers and sisters have firm places in future years.
5. Date of registration.

School Age Entrants

A waiting list is kept for each year in the school. An invitation to Open Day will be sent to all parents with children of school age who are on the waiting list, together with a request for an update on whether they wish them to be kept on the list.

If no response is received by the following September, then the name(s) will be removed from the list.

If there is availability in a year group an applicant is invited to the school for:

- A Taster Session
- Informal assessments in numeracy and literacy
- Assessment of the applicant's sociability and interaction amongst the peer group

Parents are required to provide a copy of the most recent academic report from the child's current school.

On completion of this process priorities for entry will be as 2, 3, 4 and 5 above.

Offers of places will not be made until parents have consulted with headteachers of their child's current school, given a term's notice where appropriate and fulfilled any financial obligation to that school.

An important factor in applying the admissions criteria above is to maintain, as far as practicably possible, the appropriate balance of boys and girls within each class and within the school.

Equal Opportunity

Elm Green Preparatory School aims to encourage applications from candidates with as diverse a range of backgrounds as possible. We are mindful of our obligations under the Equality Act 2010 during the Admissions Process. This enriches our community and is vital in preparing our pupils for today's world. The school is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

Special Educational Needs and Disability

Elm Green Preparatory School does not unlawfully discriminate in any way regarding entry. The school welcomes pupils with disabilities and/or special educational needs, provided that:-

- the school can offer them the support they require

- the school can cater for their additional needs
- the school site can accommodate their additional needs

We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs or disabilities (suspected and diagnosed) to discuss their child's needs with the school at the outset of the admissions process so that we can make adequate provision for them.

Parents are required to provide full details of all relevant information, including any reports (for example, medical reports, educational psychologist reports) with the Registration Form. This enables the school to assess their child's needs and consult with parents about any adjustments which can reasonably be made and ensure, for example, that their child will be able to meaningfully access the education offered and that the school is able to ensure their child's health, safety and wellbeing and that of others.

Where parents of a prospective pupil feel their child requires adjustments, the school will discuss with parents (and their child's medical advisers, if appropriate) the adjustments proposed and whether they can reasonably be made for the child if they were to become a pupil at the school.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), we feel that a prospective pupil is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, we may not be able to offer a place at the school.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the school. The school requires parents to be pro-active in updating the school about any significant changes which mean that the information provided during the application process becomes out of date or is incomplete. In the vast majority of cases, this will not affect a pupil's place at the school. However, the school may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are strongly advised to be forthcoming in their communications with the school about any material change to their child's circumstances.

This policy is reviewed at least annually and is included in the school's policy review schedule.

SAFEGUARDING STATEMENT

Elm Green Preparatory School is committed to maintaining a safe and secure environment for all pupils in accordance with its Safeguarding, Child Protection and Promoting Pupil Welfare Policy.

EQUAL OPPORTUNITIES STATEMENT

The aims of the School and the principles of excellent pastoral care will be applied to all children in accordance with the School's Equal Opportunities Policy.

