

# Admissions Policy

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## Holme Court

January 2026

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## 1 Aims

- 1.1 This is the admissions policy of Holme Court (the **School**).
- 1.2 The aims of this policy are as follows:
  - 1.2.1 to set out the particulars of the School's policy on and arrangements for admission to the School;
  - 1.2.2 to describe how the School identifies and admits children who will benefit from the education and other opportunities available at the School and who will contribute to and benefit from the ethos and activities of our School community;
  - 1.2.3 to ensure compliance with the School's responsibilities under the Equality Act 2010.

## 2 Vision

- 2.1 'A Successful solution for your child'

Providing a bespoke, personalised, intensive alternative to a mainstream educational programme for learners with dyslexia and specific learning differences.
- 2.2 Holme Court School is an independent, co-educational day school. It provides specialist teaching and pastoral support for pupils aged 7-16yrs with dyslexia (or significant literacy difficulties) and associated specific learning difficulties (SpLD). It is registered with the Department of Education (DfE) under the category of Cognition and Learning. While many dyslexic pupils experience co-morbid specific learning difficulties, dyslexia must be the main presenting area of need. Holme Court School is not registered to accept pupils who's main presenting needs relate to social, emotional or behavioural difficulties, including those with ASD or hyperactivity caused by ADHD, whose behaviour will impact on the learning of others. Pupils are not required to have a diagnosis of dyslexia, but they do need to have significant difficulties in the area of literacy.

The School welcomes applications for self-funded placements as well as those reliant on EHCP funding.
- 2.3 The key values underlying the School's ethos are promoted through the expectation of high standards in:
  - Respectful and responsible behaviour
  - Active thinking and learning
  - Sensible care for health and safety
  - Respect for property and the environment.

The School's ethos is promoted in all aspects of its work, beginning with the way people address and engage with each other. This continues through assemblies, approaches to teaching which aim to raise pupils' self-esteem, promoting co-operative and inclusive activities, structures and routines, the Behaviour and Anti-bullying Charters drawn up annually by pupils through discussions with staff and the personal Social and Health Education (PSHE) lessons.

### **3 Scope and application**

- 3.1 The procedures set out in this policy apply at each of the main points of entry to the School and also to candidates for occasional vacancies in any other year group.
- 3.2 The procedures set out in this policy do not apply to existing pupils who are progressing through the School.
- 3.3 Prospective parents should also consult the School's terms and conditions, which are available on the website.
- 3.4 This policy should be read alongside the 'ILG Right to Study' policy, available from the School on request.

### **4 Regulatory framework**

- 4.1 This policy has been prepared to meet the School's responsibilities under:
  - 4.1.1 Education (Independent School Standards) Regulations 2014;
  - 4.1.2 Statutory framework for the Early Years Foundation Stage (DfE, September 2025);
  - 4.1.3 School Attendance (Pupil Registration) (England) Regulations 2024;
  - 4.1.4 Education and Skills Act 2008;
  - 4.1.5 Childcare Act 2006;
  - 4.1.6 Equality Act 2010;
  - 4.1.7 Any immigration or visa rules if applicable;
  - 4.1.8 Data Protection Act 2018 and UK Data Protection Regulation (UK GDPR). Last updated March 2023; and
  - 4.1.9 SEND Code of practice: 0 to 25 years (DfE and Department of Health and Social Care, January 2015. Last updated April 2020).
- 4.2 This policy has regard to the following guidance and advice:
  - 4.2.1 Children missing education (DfE, September 2016); and
  - 4.2.2 Working together to improve school attendance (DfE, August 2024).

### **5 Publication and availability**

- 5.1 This policy is published on the School website.
- 5.2 This policy is available in hard copy, on request, from the School office.
- 5.3 This policy can be made available in large print or other accessible format if required.

### **6 Responsibility statement and allocation of tasks**

- 6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.

6.2 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

<b>Task</b>	<b>Allocated to</b>	<b>When / frequency of review</b>
Keeping the policy up to date and compliant with the law and best practice	Head	As required, and at least annually
Monitoring the implementation of the policy, relevant risk assessments, any action taken in response and evaluating effectiveness	Head/Business Manager	As required, and at least annually
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the UK GDPR	Business Manager	As required, and at least annually
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	Head	As required, and at least annually
Formal review	Proprietor	As required, and at least every two years

## **7 Equality, diversity and disability**

- 7.1 All candidates for admission will be treated equally, irrespective of their or their parents' race, sexual orientation, religion or belief, pregnancy or maternity, sex, gender reassignment or any disability. Candidates will also be treated equally in respect of their parents' age, sex or marital or civil partnership status.
- 7.2 The School is inclusive and welcomes applicants with disabilities and special educational needs. The School currently has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.
- 7.3 Parents of a child who has any disability should provide the School with full details on registration. The School needs to be aware of any particular requirements which may affect a child's ability to participate in the admissions procedure and to take full advantage of the education provided at the School.
- 7.4 The School shall determine the reasonable adjustments that are required for the applicant based on the information provided, in accordance with the School's obligations under equality legislation. The School will consult with parents about the adjustments which can

reasonably be made to ensure that the application procedure is accessible for the child and that the School can cater adequately for the child should an offer of a place be made.

- 7.5 In instances where provision is above the remit of the school's resources for example Occupational Therapy or Speech and Language, in order for the child to access the full curriculum, parents would be advised that an additional cost may ensue or support should be sought outside school.
- 7.6 The School serves a diverse community, and some pupils have English as an additional language. Pupils who are at an early stage of learning English as an additional language (i.e. those who join the School with little or no English) or who are at a more advanced stage of learning English but still below the level of competence expected within their age group, will require additional support from an EAL specialist. This extra provision is not included in the school fees.

## 8 Procedures

- 8.1 Prospective parents can contact the School via email [admin@holmecourt.co.uk](mailto:admin@holmecourt.co.uk) or via telephone 01223778030
- 8.2 A prospectus is available to parents on request and can either be collected in person or posted out to the prospective parents. This contains information about the School, photographs and contact details.
- 8.3 To register for a place, parents are required to complete a registration form which is available on the School's website and to pay the applicable registration fee. Pupils may be registered for entry at any time after their birth. Additionally, we kindly request copies of your child's passport, birth certificate, and immigration status (if applicable). This follows our Right to Study policy. This is available from the School on request.
- 8.4 Prospective pupils and their parents are encouraged to attend one of the School's open mornings or are welcome to arrange a tour of the School at another time. Parents should contact the School Office to make an appointment to see the Head, the Head of EYFS or Nursery Manager as appropriate, in order to discuss their application. No child is admitted until personal contact has been made.
- 8.5 **Entry points:** The following procedures apply at each of the main points of entry (September) and also to candidates for occasional vacancies in any other year group.
- 8.6 **Admissions procedure:** The School's admission procedure has the following elements:
- 8.6.1 Prospective parents can contact the School via email [admin@holmecourt.co.uk](mailto:admin@holmecourt.co.uk) or via telephone 01223 778030. On receiving an enquiry about the School, a record is made of the enquirer's name, contact details and brief information such as the age and nature of the child's difficulties.
- 8.6.2 The School Business Manager will contact the enquirer. At this time general questions about the School will be answered and more detailed information about the child and his/her needs will be sought. At this point parents/ guardians of children/ young people who do not meet our profile criteria will be informed of this fact. If initial discussion indicates that the prospective pupil's needs may be compatible with the structure and teaching strategies employed at Holme Court, the prospective parents/guardians are invited to visit the School. Parents/ guardians will be shown around the School and informed of the School's provision. A more in-

depth discussion will take place regarding the prospective pupil's needs and relevant reports will be requested, if not already provided.

- 8.6.3 If both parties wish to proceed in the admissions process, all relevant reports (eg educational psychology, speech & language, occupational therapy, CAMHS etc) and the most recent EHCP if relevant, must be provided to the School for consideration. The contents of these documents will be discussed with the professionals in School in relation to the identified needs and suitability of the prospective pupil.

## **8.7 Taster Days**

- 8.7.1 If, after the initial visit by parents/guardians and consideration of the documentation, it is considered that Holme Court School can meet the therapeutic and educational needs of the child/ young person, the prospective pupil will be invited to attend the School for at least five full days. This may be achieved through a gradual process if children are anxious or may be booked as a block.
- 8.7.2 During the taster days, prospective pupils will get to experience the workings of the School and get to know their potential peers. Staff will be able to observe staff/child and peer interactions. They will also be able to observe the prospective pupil's behaviour, attitude, and standard of work. Informal assessments will be carried out- although no formal testing will take place as such information will have already been provided by parents/guardian prior to the visit.
- 8.7.3 If at the end of the five days, the offer of a placement at Holme Court School is a possibility, the School will request permission to contact the prospective pupil's current school.

## **8.8 Registration**

- 8.8.1 At the end of this process, the School will consider all of the information provided. An offer of a placement will be made if the School believes that it can meet the prospective pupil's needs and that entry to the School will be not be detrimental to the learning of the pupils already attending.
- 8.8.2 Upon an offer of placement parents are required to complete a registration form and pay the appropriate registration non-refundable fee of £200.
- 8.8.3 When the registration form and fee is received by the School the place will be held until the end of the term. The fee is non-refundable, should the placement not be taken. It applies to all prospective pupils irrespective of how their placement is funded.
- 8.8.4 All placements are costed on an individual basis-according to the individual needs of the prospective pupil and any specific interventions/ therapies which are indicated on an EHCP.
- 8.8.5 In instances where additional resources are required which are above the School's core provision for example Occupational Therapy or Speech and Language, parents / funding local authorities would be advised that an additional cost will be charged.

## **9 Admissions criteria**

- 9.1 The admissions criteria are:

- 9.1.1 satisfactory interview;
  - 9.1.2 successful taster week;
  - 9.1.3 verifying the child's immigration status and nationality if applicable, including assessing whether the child requires sponsorship from the school to secure a visa for studying in the UK;
  - 9.1.4 commitment to the School's ethos as described in the School's aims; and
  - 9.1.5 ability to meet the needs of the child.
- 9.2 We reserve the right to restrict the offer of places to children who we feel can benefit from the broad and varied curriculum offered and make a positive contribution to the School community.
- 9.3 All candidates must have the legal right to live and study in the UK.
- 9.4 **Oversubscription for entry:** Classes are arranged according to year groups with a maximum of ten pupils in each class- the exception being a mixed age KS2. In the event that the School receives more applications than the number of places it has available, either within the School itself or in a particular year group or class; places will be offered to those children who meet any of the criteria set out below, in order until all places are filled. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the School. Priority will next be given to children with siblings at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school. If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed above. Priority will not be given to children on the basis that they have been on the waiting list the longest.
- 9.5 It is assumed that pupils will automatically progress through the School, subject to them meeting the required standards of behaviour and progress.
- 10 Bursaries**
- 10.1 Bursaries are available and are means tested. Please contact the School or the School's parent company, Inspired Learning Group, for further information.
- 11 Sponsored students**
- 11.1 Families who require our sponsorship for their visa to enter the UK, will need to pay a £950 legal fee to our legal advisers. Families opting to pay the full year's fees in advance (3 terms) will have the £950 visa application legal fee associated with the Child Student Visa application absorbed by Inspired Learning Group. It's important to note that this arrangement excludes students who receive a scholarship or bursary from the school.
- 12 Training**
- 12.1 The School ensures that guidance and training is arranged for those who are responsible for maintaining the Admission Register.
- 12.2 The level and frequency of training depends on role of the individual member of staff.

### 13 Record keeping and confidentiality

13.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

13.2 A confidential admissions record will be kept for each candidate.

13.3 The School will provide specific pupil information on request to the Secretary of State, or the local authority who may wish to examine and take extracts of registers for schools in their area.

#### 13.4 Admission register

In accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2024 for pupils admitted to the School, the School will:

13.4.1 maintain an admission register (sometimes referred to as the school roll); and

13.4.2 inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points

13.4.3 enter the names of all pupils (both compulsory and non-compulsory school age) on the admission register, as well as other required contents set out in Chapter 7 of the guidance;

13.4.4 keep the admission register electronically, backed up at least monthly. A printout should be done at least termly, and kept securely by the School;

13.4.5 preserve every entry for six years;

13.4.6 only delete a pupil's name from the admission register for a reason set out in the guidance.

13.5 The records created in accordance with this policy may contain personal data. The School has a number of privacy notices which explain how the School will use personal data about pupils and parents. The privacy notices are published on the School's website. In addition, staff must ensure that they follow the School's data protection policies and procedures when handling personal data created in connection with this policy. This includes the School's Data Protection Policy and Information Security Policy.

### 14 Version control

Date of adoption of this policy	January 2026
Date of last review of this policy	January 2026
Date for next review of this policy	Spring 2028
Policy owner (School)	Head