



CLAYESMORE

Admissions Policy

Clayesmore School

April 2026

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1 Aims

- 1.1 This is the admissions policy of Clayesmore School (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 Clayesmore School is a co-educational HMC boarding and day school educating pupils from the age of 2 to 18.
- 2.2 Pupils of a wide range of ability are considered. Boys and girls must be able to access a curriculum leading to GCSEs, and subsequently, to Sixth Form Study. Children who are interested in and enthusiastic about other extra-curricular areas of school life, particularly, music, sport, drama and art will thrive at Clayesmore.
- 2.3 The primary focus of the admissions procedure is to discover whether a child is both able and willing to make the most of the academic and co-curricular opportunities at Clayesmore.
- 2.4 In all areas of the school, a policy of equal opportunity in all matters of gender identity, race, disability, sexual orientation, social background and religion is operated.
- 2.5 The admissions process will seek to determine whether or not Clayesmore is a suitable school for each applicant. This is done by obtaining a reference from the Head of their current and/or previous schools. International students complete assessments in English and Maths (from Year 6 and above), and a reference is obtained from their current schools. Applicants to the Senior School will attend an interview with the Head, whilst those applying to the Prep School will complete a taster day. Parents are also required to supply to us any Educational Psychologist's or Specialist Teacher's Reports that exist for their child, if applicable.

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 (as updated 2026);
 - 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:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	The Head	As required, and at least annually
Monitoring the implementation of the policy, relevant risk assessments, any	Senior Deputy	As required, and at least annually

Task	Allocated to	When / frequency of review
action taken in response and evaluating effectiveness		
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the UK GDPR	The Admissions Team	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	Senior Deputy	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 or special educational needs 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.

- 7.7 Pupils in Years 1 to 6 must aim to achieve a reasonable degree of fluency in English in order to cope with the academic and social demands of the School.

8 Procedures

- 8.1 Prospective parents can contact the School via email admissions@clayesmore.com or 01747 813111

- 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 A tour and interview with the Head or a member of SLT, and SENCo if relevant;
- 8.6.2 A taster day for Year 1 to Year 8, including boarding where applicable;
- 8.6.3 An assessment for Year 6 and upwards is part of the admissions procedure to ascertain that the school has the appropriate resources to effectively meet the individual needs of the pupil.

8.7 Interview

In all cases there will be a general interview to explore the candidate's interests, attitude to school, personal qualities, ability to contribute to the School community, support available at home and any relevant connection with the School. In exceptional circumstances, the interview may be conducted by video software but this will, typically,

8.8 Taster day

- 8.8.1 For Year 1 to Year 8, the pupil will be invited to spend the day with their prospective Year Group to (informally) assess academic ability, attitude and behaviour, involvement in the School community, talents and interest, and any

other special circumstances such as special education needs, or a disability. Those interested in boarding may be able to spend the night in the boarding house.

- 8.8.2 In the case of a child presenting with additional learning needs, the School may request additional taster days.

8.9 Settling days

- 8.9.1 For Nursery applications, children will be invited to a number of 'settling sessions' prior to their entry in order that they might be familiar with the environment and their classmates before they start.

9 Admissions criteria (Please refer to appendix 1)

- 9.1 The admissions criteria are:

- 9.1.1 satisfactory interview;
- 9.1.2 successful taster day;
- 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 The school reserves the right to offer places to pupils whom it believes will benefit from the education provided and whose educational and pastoral needs the school can reasonably meet. Admission may be declined where, in the professional judgement of the school, it would not be able to provide adequately for the child's needs within its current staffing, facilities or resources. The school will also consider whether a pupil is likely to be suitable to flourish in the environment both socially and academically.

- 9.3 The school reserves the right to withdraw the offer of a place, where information material to the admissions decision has not been disclosed.

- 9.4 All candidates must have the legal right to live and study in the UK.

- 9.5 **Oversubscription for entry at age 4:** If the School has more applicants than places available, we offer places in the following order of priority: (1) Children of staff within the Inspired Learning Group; (2) Siblings of current or former pupils, and; (3) all other pupils in strict order of registration. Please note that admission is not automatic and the candidate must meet the admissions criteria.

- 9.6 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 the 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	March 2026
Date of last review of this policy	January 2026
Date for next review of this policy	Spring 2028
Policy owner (School)	The Head

Appendix 1

GENERAL

1. In order for a child to be admitted to the school, the Head needs to be confident that a reasonable attempt can be made to achieve at least 5 passes at GCSE. Most Clayesmore pupils will go on to take between 9 and 11 GCSEs.
2. The needs of pupils with a specific learning difficulty will be assessed by professionals within the school's Teaching and Learning Centre, before an offer of a place is made. This is to ensure that the correct provision can be made, with any reasonable adjustments, to support their learning.
3. Reasonable adjustment is made for all pupils regardless of physical or learning difficulties. In determining the adjustments that can be made consideration will be given to: the extent to which the applicant can access all or most of the curriculum; the cost and practicality of taking a particular step to enable a child to attend the school; the availability of specialist staff within the pupil's timetable; the extent to which aids and services will be provided to disabled pupils and the school under the relevant sections of the most recent Education Act and any other relevant legislation; any health and safety requirements; and the interests of other pupils who may be admitted to the school. Consideration is also made with regard to the needs of the rest of the cohort to which the prospective child will be joining and any potential impact of admitting the child.
4. All enquiries, visits, registrations and admissions to Clayesmore are managed by the Admissions Office.

Registration

5. Parents may register their child for entry to the school by completing the Registration Form. This can be submitted at any time but applicants should aim to meet the relevant application deadlines in order to maximise their chance of being successful. The Form can be downloaded from the website or is available upon request from the Admissions Office. Registration Forms should be returned, together with the non-refundable registration fee to the Admissions Office. The completion of a **Registration Form does not guarantee admission** and neither does it in any way bind parents.

Entry Into Clayesmore Prep School

6. Parents will be invited to visit during term time, when they will have a tour of the school and meet relevant staff and SLT.
7. Once parents have made a decision to apply for a place, they will need to complete and submit the Registration Form as above. Prospective pupils will then be invited to complete a set of entrance assessments (Year 6 upwards only) and attend a Taster Day (all ages). The purpose of the Taster Day is to assess the child's willingness and ability to benefit from the education offered by the school and that Clayesmore is the right school for them. If there are any specialist reports relating to the child, copies must be sent beforehand. The child will spend the day shadowing a pupil in their year group. Throughout the course of the Taster Day pupils will be informally assessed but will also be required to complete academic assessments appropriate to their age and ability. Potential boarders will spend a night in the boarding house, though this does not need to be on the first visit. On occasion, and if necessary, the child may be invited back to attend a second Taster Day.
8. Pupils entering at Year 7 or Year 8 are assessed for suitability to attend the Prep and Senior School.
9. On completion of a successful Taster Day and if all other admissions criteria are met, a place will be offered. A deposit will be payable at this point to secure a place at the school.

Entry into Year 9 (13+)

10. For a Year 9 place, parents should visit the school ideally when their child is in Year 6, and for those interested in boarding it is particularly important to be in touch as early as possible.
11. Usually, parents will visit the school on an Open Day, or come for an informal meeting with the Head (or a member of the Senior Leadership Team) either with or without their child.
12. Once parents have made a decision to apply for a place, they will need to complete and submit the Registration Form and pay a Registration Fee. Applicants will then be invited back to Clayesmore to attend a formal interview with the Head and complete assessments in appropriate subjects. The results of these assessments will form part of the final decision-making process, alongside school reports. References will be sought from the child's current school and Head Teacher.
13. In exceptional circumstances, the interview with the Head may be conducted via digital video software but this will, typically, only be in the case of pupils who are applying from overseas.
14. If the school wishes to offer a place, parents will be given a deadline by which they will need to accept the place, and pay a deposit to reserve it. The deposit will be forfeited should the parent subsequently decide not to take up the place. Please note that until a deposit is received, a place will not be secured. (*see Other Important Information, point 40e*).
15. In the Summer Term prior to the September entry, those pupils expecting to enter Year 9 and who are following the Common Entrance syllabus, will be expected to nominate Clayesmore as the school to receive and mark their transcripts. Failure to do so may result in the offer of a place being withdrawn. As a general guideline, pupils should be aiming to achieve an average of 60% in their Common Entrance examinations, however many pupils will work to a higher level than this. Children entering Year 9 who do not take Common Entrance exams will need to provide their most recent school academic report (unless they have completed Clayesmore's entrance assessment tests within 18 months of their joining date).

Transferring From Clayesmore Prep School (13+)

16. Most children in Year 8 at Clayesmore Prep School will transfer to the Senior School in Year 9. They are eligible to apply for scholarships and means-tested bursaries as described below. As with external candidates, parents and pupils will be invited to meet the Head and have a tour of the Senior School as required. There is also the opportunity to attend an Open Morning in the Senior School in Year 6/7.
17. Pupils will be invited to visit the Senior School in the Autumn Term of Year 7 if it is evident that the child will be able to meet the requirement to achieve at least 5 GCSEs. A deposit then becomes payable to secure the place (*see Other Important Information, point 41e*).
18. If it is felt there is an alternative setting that would be more suitable for a pupil's 13+ education, every effort will be made by the school to notify parents of this as soon as possible.

Entry into Year 10 (14+)

19. A number of places are occasionally available in Year 10. Pupils will be required to complete assessments in Maths and Literacy. The results of these assessments will form part of the final decision-making process, alongside school reports and an interview with the Head. We will also seek references from the child's current school and Head Teacher.

Entry Into The Sixth Form (16+)

20. Every year there are a number of new places available for sixth form study, and applications are welcomed for students who would like to join us at this stage.
21. Students joining at this level need to be confident of gaining at least 3 A levels/BTECs and also be interested in contributing to the extracurricular life of the school.
22. An Information Event is held in October and applicants are encouraged to attend. Information about Open events and visiting arrangements is available from the Admissions Office or on the website.
23. Once parents have made a decision to apply for a place, they will need to complete and submit the Registration Form (paragraph 11). Applicants will be invited to Clayesmore to attend an interview with the Head and complete assessments in appropriate subjects. Results of tests will form part of the final decision-making process alongside school reports and interview with the Head. References will also be sought from the child's current school and Head Teacher. As a general guideline, pupils are expected to achieve passes in GCSE English and Maths and a minimum of Grade 5 or 6 in their chosen A-Level/BTEC subjects.
24. In exceptional circumstances, the interview with the Head may be conducted via digital video software but this will, typically, only be in the case of pupils who are applying from overseas.
25. If the decision is made to offer a place, parents will be given a deadline by which they will need to accept the place, and pay a deposit to reserve it. The deposit will be forfeited should the parent subsequently decide not to take up the place. Please note that until a deposit is received, a place will not be secured. (*see Other Important Information, point 41e*).

Transferring internally from Year 11 To The Sixth Form (16+)

26. Students who have a record of good behaviour, ambition and academic success will progress automatically into the Sixth Form. It is unlikely that someone would be asked to leave for academic reasons alone, but pupils and parents will be advised accordingly should we

believe there to be an alternative setting that would be more suitable for their post 16 education.

27. Parents of existing Clayesmore pupils who wish to leave the school at the end of year 11 must provide one full term's written notice, to the Head, **by the first day of the summer term of the academic year in which they are leaving.**

SCHOLARSHIPS

28. A number of scholarships at Year 7, 9 and 12 entry are available, which warrant a reduction of the fees (the amount of which is at the Head's discretion) for exceptional academic, music, artistic or dramatic ability or talent and potential in Design and Technology or Sport. A smaller number of All Rounder scholarships at Year 7 and 9 only are available. Parents need to inform the Admissions Office of their interest in applying for a scholarship. Deadlines for application can be found on the school website. Assessments take place in the Spring Term each year for entrance the following September. Scholarships cannot be deferred. Scholarship discounts are subsumed into larger means tested bursary discounts, if applicable.
29. For further information please contact the Admissions Office.

DISCOUNTS

30. The school also offers sibling and military/FCDO discount schemes. For further information about these please contact the Admissions Office.

BOARDING HOUSE ALLOCATIONS

31. The school reserves the right to allocate students to boarding houses taking into account a range of factors and the need to ensure a good balance of skills and attributes in each house. It is assumed that siblings will go into the same house, though we will be happy to hear from parents if there are good reasons why that should not be the case .

REFERENCES

32. At all entry points the school will liaise closely with a pupil's current school. The school will always seek a confidential written reference from the pupil's current Head Teacher in support of any pupil's application. It also asks parents, and the pupil's current school, for any details to help it to cater properly for the needs of all prospective entrants: this includes, where relevant, any existing assessment of the need for learning support or medical conditions.
33. Parents considering their children joining the school are advised to inform their current school of their plans, and are required to have fulfilled all financial obligations to that school prior to joining Clayesmore.

OVERSEAS APPLICANTS

34. The school accepts a number of pupils from overseas when places are available. The minimum period of attendance in such cases is three full terms (one academic year) in the Senior school and one term in the Prep school, unless approved otherwise or in exceptional

circumstances, subject to available space. Preference will always be given to pupils who are staying for one full academic year or longer. Overseas pupils must have a guardian resident in the UK and appointed by the parents. Overseas pupils are required to have a level of spoken and written English sufficient for them to participate fully in school life. This will be assessed by specialist English as an Additional Language (EAL) staff upon application. It is accepted that pupils from overseas may be unable to attend a Taster Day (in the Prep school) or interview with the Head in person and an interview may be conducted using digital video software instead.

OTHER IMPORTANT INFORMATION

35. It should be noted that:

- a. The decision to admit a pupil is taken by the Head.
- b. Details of the registration fee and deposit are published on the school website.
- c. The registration fee is non-refundable.
- d. Upon accepting the offer of a place at Clayesmore, parents will be sent and are required to complete a Parent Contract, agreeing to the wider terms and conditions set out by the school. **The Parent Contract and associated medical forms are to be signed by all those with parental responsibility and returned to the Admissions Office, with the deposit. A place is not confirmed until the deposit is received.**
- e. The Deposit is payable 5 terms in advance or on offer of a place, whichever is sooner, of the pupil starting at Clayesmore. It is refundable against the final term's fees for pupils who go on to join the school. The deposit is non-refundable for those who withdraw their application within 5 terms in advance of the pupil starting at the school.
- f. All pupils residing overseas, regardless of nationality, are required to appoint a guardian in the UK and to have addressed all issues relating to visa requirements, if applicable.

36. Note: if there are no available places in the proposed year of entry, the pupil will be placed on a waiting list. In this case, a deposit will not be requested until a place becomes available.

FEES AND CHARGES

37. The annual fees for each year group, and schedule of extra charges, are set by the the ILG Board and are not negotiable. Full details of the current fees are published on the website.

WITHDRAWAL

38. A full term's written notice is required (by the first day of term) if a pupil is to be withdrawn from any part of the school, with the exception of departures from Year 13 (Upper Sixth) or international students who are signed up for a pre-set number of terms. A full term's fees become payable in the absence of the notice period given above.