

# **Annan School**

## **Admissions Policy**

**Version: 01/26**

**Reviewed by: Mark Hunter**

**Reviewed on: 04/11/2025**

## ADMISSIONS POLICY

Annan welcomes children and families from all social, cultural and religious backgrounds. We value the diversity of family structures and life-styles. We aim to create a rich and diverse school environment to reflect the social and cultural diversity in our communities. The school welcomes children with special educational needs and disabilities provided that the school, with reasonable adjustment, can meet those needs and that the children can participate in the physical, creative and practical ethos of the school.

### Admissions

- Annan is non-selective for entry in the kindergarten (EYFS). The school is non-selective for children entering the school from reception and above, all children will be considered for a place regardless of their academic ability. However the school must feel confident that the child will benefit from the approach and curriculum offered by the school. This will include a consideration of the child's potential to work independently, their ability to self-regulate, make progress and have a positive attitude to learning. Our ambition is that every child offered a place at the school will have a complete, happy and successful school career and emerge a confident learner well-prepared to meet the opportunities of secondary education at the end of year 6. The school applies these criteria to all potential pupils regardless of any disability of which it is aware, subject to its obligation to make reasonable adjustments.
- Children can be admitted to the kindergarten from two years of age.
- Children can apply to join the school at any point subject to a space being available. Spaces will be offered subject to the *Admission Criteria and Procedure* below.
- Admissions continue until the September entry into year 6. Only in exceptional circumstances would children be admitted into Year 6 after the beginning on the autumn term for that cohort.
- Entry to all year groups, including the kindergarten, is on the basis that the child will be remaining at Annan until the end of the primary phase (end of year 6). Parents who require a place for a shorter period of time (i.e. to leave at the end of kindergarten) may be offered a place at the discretion of the principal depending on each individual circumstance.

### Children with Special Educational Needs (SEND)

We accept children with SEND so long as we can ensure that they can engage in all the regular activities of the school, so far as is reasonably practicable, and subject to the normal Admission Criteria (see '**School age child admissions criteria**'). The offer of a place should be compatible with:

- the child receiving the special educational provision which the learning difficulty calls for
- the provision of efficient education for the children with whom he or she will be educated
- the efficient use of resources and any additional staffing needs can be met

The school is not on the Secretary of State Approved List of Independent Special Schools and is therefore not required to accept children whose parents request to name the school on an EHCP.

### Admissions procedure

The normal procedure for applying for a place at the school is for parents to visit the school. On this visit the parents should not bring the child unless it is part of an organised Open Day (or in the case of very young children). If parents have a school-aged child they will be invited for a second short visit accompanied by the child to meet the class teacher.

To apply for a place parents complete an application form and pay an application fee.

On receiving an application for a place, places are offered as follows:

#### Kindergarten admissions

- In the term before the place is required, the child will be invited to visit the kindergarten during the school day for a short visit (maximum 1 hour). The child must be accompanied by their parent. Confirmation of the offer of a place is made following a successful visit. Further visits may be offered if a decision to make an offer of a place cannot be made following the initial visit.

## **School age child admissions criteria and procedure**

Once parents have applied for place, the child will be invited to visit the school, for at least one trial day (minimum half-day).

During this visit the school will consider:

- whether the approach and curriculum offered at the school will benefit the learning style and needs of the child;
- the child's potential to work independently;
- the child's ability to self-regulate;
- the child's potential to make progress;
- whether the child has a positive attitude to learning.

Where a special need has been identified a further meeting with parents will be arranged either during or following the child's visit. This may include a further trial day during which the Learning and Development coordinator and/or Principal may assess/observe the child.

The decision as to whether a child can be offered a place at the school rests with the Principal. If the school is unable to offer a place, parents will be informed.

On accepting a place offered by the school, parents will be required to pay for the first half-term's fees in advance to guarantee the place will be available (school age children only).

## **Oversubscription**

In the event of oversubscription, applications will be placed on the waiting list. If a place becomes available places will be allocated by consideration of the following factors:

- the parent/s ability to pay for a place at an independent school;
- the age of the child;
- if the child has a sibling currently at the school;
- the needs of the child;
- if the child is already receiving education at another school or setting;
- the distance the child lives from school.

The final decision as to whether a child will be admitted to the school rests with the Principal.

## **Safeguarding**

If the child has previously attended another school or setting, the office will contact the other school/setting requesting any records that may be available. The school or setting will be requested to send any stand-alone safeguarding records if any are held for that child or to confirm that no such records are held.

## **Admissions Register**

Children will be entered onto the admissions register once they take up their place at the school. Parents are required to provide a copy of the child's passport or birth certificate confirming the child's date of birth and nationality. Details will be recorded on the child's registration document.

- See **Admissions Register Policy**.

## **Transition to secondary school/leaving the school**

Children remain at Annan until the end of year 6. During their final year at Annan, the school will support transition arrangements with the child's chosen secondary school. Records and other information, such as reports or references will be given to the receiving school as required. The school will also forward under separate cover any stand-alone safeguarding file marked for the attention of the receiving school's safeguarding lead. For details see **Admissions Register Policy**.

Children who transfer to another school or setting before the end of year 6 will be supported where possible with any such transition. Any records requested will be transferred along with the stand-alone safeguarding file (see above).

## **Monitoring and review**

This policy is monitored by the Proprietors and staff of the school and will be reviewed for changes in

procedures, statutory guidelines and in accordance with the school's policy review schedule.