

Annan School

Admissions Policy

Version: 01/27

Reviewed by: Debby Hunter

Reviewed on: 08/10/2026

ADMISSIONS POLICY

Annan welcomes children and families from all social, cultural and religious backgrounds. We value the diversity of family structures and lifestyles. We aim to create a rich and diverse school environment that reflects the social and cultural diversity of our communities.

The school welcomes applications from children with special educational needs and disabilities (SEND). The school complies with the Equality Act 2010 and will not unlawfully discriminate in its admissions arrangements or decisions. The school will make reasonable adjustments where required and will consider each application individually in accordance with this policy.

Admissions

Annan is non-selective for entry in the kindergarten/nursery. The school does not use academic ability, entrance examinations or academic selection as a general admission criterion. However, before offering a place, the school will assess whether it can reasonably meet the child's educational, developmental and pastoral needs and whether the child is likely to benefit from the school's educational approach and provision.

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 where required by the Equality Act 2010.

- 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)

The school welcomes applications from children with special educational needs and disabilities (SEND). The school will consider each application individually and will make reasonable adjustments for disabled applicants and pupils where required by the Equality Act 2010. The school will consider whether, taking account of reasonable adjustments and the school's available provision and resources, it can meet the child's identified needs and provide an appropriate education subject to the normal admissions criteria set out in this policy.

The offer of a place should be compatible with:

- The child's identified educational, developmental and pastoral needs;
- Whether the school can reasonably meet the child's identified needs;
- Whether admission would be compatible with the efficient education of other pupils; and;
- Whether the school has the necessary resources/provision including staffing.

The school is not approved under section 41 of the Children and Families Act 2014. Accordingly, there is no statutory duty on the school to admit a pupil solely because the school is named in an EHC plan. Any admission of a child with an EHC plan remains subject to the school's admissions process.

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 (where applicable).

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 (around one 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 prospective pupil has special educational needs and/or a disability, the school will consider and, where required, make reasonable adjustments to the admissions visit, observation or assessment process.

Where further information about a child's educational or developmental needs is required or would be helpful, 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 or observe the child.

The Principal is responsible for applying these admissions arrangements and making the final admissions decision on behalf of the school. The Principal will apply these arrangements consistently and in accordance with the school's legal obligations. If the school is unable to offer a place, parents will be informed.

An application fee is payable in accordance with the school's published fees and charges. The application fee is non-refundable.

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

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:

- Siblings of current pupils;
- Age/year-group considerations;
- If the child is already receiving education at another school or setting;
- The extent to which the school's educational provision, taking account of reasonable adjustments where applicable, is suitable for the child's identified educational, developmental and pastoral needs;
- Date of application;
- Distance from school;

A place will only be confirmed where the applicable fees and payment arrangements have been accepted by the parents and the school is satisfied that the contractual arrangements for payment can be met."

The Principal is responsible for applying these admissions arrangements and making the final admissions decision on behalf of the school.

Safeguarding

Where a child has previously attended another school or setting, the school will seek appropriate information from that setting, including any safeguarding or child protection information that needs to be transferred. Child protection files will be transferred securely and separately from the main pupil file in accordance with Keeping Children Safe in Education and the school's safeguarding and information-sharing procedures.

Admissions Register

The school will maintain an admission register in accordance with the School Attendance (Pupil Registration) (England) Regulations 2024. A pupil's name will be entered on the admission register on the pupil's starting day, before or at the beginning of the first school session on that day.

The school will collect and maintain the information required by the Regulations and will update the admission register as required.

Parents will be asked to provide information and documentation reasonably required by the school to establish the child's identity, date of birth and other information required for the school's records and statutory duties.

See **Admissions Register Policy** for further details.

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.

Children who transfer to another school or setting before the end of year 6 will be supported where possible with any such transition.

The school will also securely transfer any stand-alone safeguarding or child protection file separately from the main pupil file and will ensure that it is brought to the attention of the Designated Safeguarding Lead (DSL) at the receiving school.

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.