

## ADMISSIONS POLICY

Annan is a non-selective school. We welcome 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.

### Admissions

- Children can be admitted to the kindergarten from two years of age.
- Children can join the school at any point subject to a space being available. Spaces will be offered subject to the *Admission 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.

### 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 their attendance is 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**

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**

Once parents have applied for place, the child will be invited to visit the school, without their parent, for at least one trial day (minimum half-day). During this time the school will assess that the child's needs can be met by the school.

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 SENDCo 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 principals. If the school is unable to offer 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 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 principals.

## **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 can 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.

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).

## **Children Missing Education**

- See **Children Missing Education Policy**

## **Monitoring and review**

This policy is monitored by the Principals and staff of the school and will be reviewed in line with the Policy review date shown below.

**Current review dated: 20/01/2020**

**Effective date: January 2020**

**Next Review date: January 2021**

**Reviewed by: Mark Hunter**