



## **Admissions Policy**

This Policy is for the whole school including the EYFS

**Annemount School is committed to Equal Opportunities irrespective of race, colour, creed or impairment.**

- This policy is written with due regard to the Equality Act 2010
- The admissions procedure can be adapted as necessary to take account of pupils' known learning difficulties or disabilities.
- In line with the Equality Act 2010, the school seeks to ensure that disabled pupils and those with special educational needs are not treated less favourably or put at a substantial disadvantage in matters of admission. The School will always take reasonable measures to support a child with physical difficulties and will make adjustments for accessibility where required.

### **Initial Enquiry**

Initial enquiries may be taken over the phone. Parents are directed to our website where the registration form and online tour request form can be found.

### **Tours**

- Tours with the Head Teacher are organised daily at 9:30am and both parents are asked to attend. These are designed to give parents a first-hand view of the school "in action" as well as a chance to ask questions about any aspect of the school.
- The tours are best attended by adults only for everybody's comfort.
- Special arrangements for tours outside of this time can be made.

### **Registering with Annemount School**

- Registrations are accepted prior to a tour or after a tour.
- Once a completed registration form and fee is received, the child is entered on the school intake database and an acknowledgement letter is sent out.
- All children seeking admissions attend an informal activity session before places are offered which is designed to assess the suitability of the school for the child.

### **Entry to Pre-Reception and Reception**

- The main points of entry are Pre-Reception and Reception classes.
- Children typically enter Pre-Reception from the term that they turn three. Pre-Reception places may also be offered for January or April for our youngest pupils.
- Children enter Reception in the September following their fourth birthday.

### **Entry to Year One and above**

- Children are admitted on an ad hoc basis dependent on there being a vacancy.

### **Invitations to Assessment**

- Assessment sessions are held throughout the year. These are informal activity sessions and require no prior preparation.

- Activity sessions for those seeking admission during the term that they turn three are typically scheduled as follows:
  - For September entry, during the Spring Term of the preceding academic year;
  - For January entry, during the Autumn term prior to entry;
  - For April entry, during the Spring term prior to entry.
- Letters are emailed to families inviting the registered child to the assessment. If there is no response to our email, a letter is mailed to the registered address and a follow-up phone call may be made.
- Assessment dates for Year One and Year Two are arranged at the convenience of the school and families upon receipt of a registration.
- Once assessment dates have been accepted, we ask parents to complete and return a Pre-Assessment Parents Statement about their child, attaching a small photo, prior to the assessment.

### **Assessments**

- We aim to give each child a friendly welcome. If necessary, an adult may accompany the child and stay at the side of the classroom so that the child feels safe. Children are invited to engage in activities with members of our staff in small groups. The informal play session for the child is an opportunity for the staff team to observe curiosity, cooperation, focus and communication skills.
- Children for whom English is a second language are assessed by practical tasks such as jigsaw puzzles, time outside as well as general engagement.
- Any child that has a 'bad day' is invited back for a reassessment.
- Recognising that some children are very young for their year group at the time of assessment, children with Spring and Summer birthdays may be invited back for reassessment later in the academic year. Reassessments due to age do not affect a child's chance of being admitted.
- If the child is not well on the day of the assessment, we will try to offer an alternative assessment date if at all possible.

### **Assessments for Children Year 1 and above**

- Children are invited to spend some time in the relevant class; form and subject teachers assess their level of knowledge and capabilities.
- The level of formality of written tests increases with age.
- The objective is to discover whether a child will settle happily into the school.

### **Sibling Policy**

- Every effort is made to accept siblings but this is not automatic. If the assessment gives cause for concern, then the position is discussed with the parents. Sometimes a later point of entry is recommended.

### **Offers of Places**

- Places will be offered to children who, in the opinion of the Head Teacher and the team, have demonstrated an ability and aptitude to thrive in the School, regardless of any impairment.
- Places are offered in writing and sent via email, with a deposit due within 14 days of receipt of letter to confirm acceptance of the place.
- Waiting List places are also offered, although deposits are not required at this stage.
- The school will contact parents by email if we are able to offer places from the Waiting List.

### **Play Sessions and “Move Up” Sessions**

- Children entering our Pre-Reception programme in September are invited to a play session for parent and child the term prior to entry. This is an opportunity for children to be introduced to their new class and for new pupil information to be given to parents. This information is emailed to parents who can't attend.
- A “Move Up” session is held for children entering Reception and above. Although separate from their children, parents are given an opportunity to ask questions and new pupil information is disseminated. If a child can't attend the “Move Up” session, every effort will be made to welcome the child at another time.

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