



Annemount

Nursery and Pre-preparatory School

Admissions Policy

This Policy is for the whole school including the EYFS

Annemount School is committed to Equal Opportunities. We are inclusive of all ethnicities and nationalities, and include and support those with protected characteristics.

- This policy is written with due regard to the DfE *Working Together to Improve School Attendance 2024*.
- 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 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 for Pre-Reception and older attend an informal activity session before places are offered which is designed to assess the suitability of the school for the child.
- Late registrations are dealt with on a case by case basis with assessments held as soon as possible following registration.

Entry to the school

- The academic school year commences in September.
- Children may enter Nursery from the term after they turn two. Nursery places may also be offered for January or April.
- Children enter Pre-Reception in the September following their third birthday.
- Children enter Reception in the September following their fourth birthday.
- Children enter Year One in the September following their fifth birthday.
- Children enter Year Two in the September following their sixth birthday.
- Entry in Year One and Year Two is also dependent on there being a vacancy within the year group.

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 to Pre-Reception and Reception are typically scheduled during the Autumn Term of the preceding academic year.
- Assessments for Year One and Year Two are arranged at a mutually suitable time upon receipt of a registration.

Assessments for Pre-Reception and Reception Children

- Activity sessions are informal, friendly and fun.
- If necessary, an adult may accompany the child and stay at the side of the classroom so that the child feels comfortable. Children are invited to engage in activities with members of our teaching team in small groups both indoors and outside. The informal play session for the child is an opportunity for the staff team to observe curiosity, cooperation, focus and communication skills.
- On occasion a follow-up visit may be offered.
- If the child is not well on the day of the activity session, an alternative date will be offered.

Assessments for Children Year 1 and above

- Children are invited to spend some time with their peer group.
- The objective is to assess 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

- Children seeking Nursery places are offered places in registration-date order, one year before entry.
- Following an informal visit, offers of places in Pre-Reception and Reception will be made to children who we feel would thrive in the School, regardless of any impairment.
- As a child matures and develops within the school we feel it is always in the pupil's best interest to ensure that the programme on offer at Annemount continues to be suitable. Therefore, termly parents' meetings are held with the class teacher to discuss how well pupils are responding to the programme.
- Places are offered in writing and sent via email.
- Both confirmation of acceptance and the deposit are due within a week of the offer.
- Waiting List places are also offered, although deposits are not required at this stage.
- A signed Acceptance Form and copy of a birth certificate is also required at this time.
- The school will contact parents by email if we are able to offer places from the Waiting List.

Play Sessions and Welcome 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.

- A welcome session is held for children entering Reception and above to meet their teacher and peer group. If a child is unable to attend every effort will be made to welcome the child at another time.

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Review: July 2026