

Admissions Policy 2025-26

St Annes College Grammar School Admissions Policy

1. Policy Statement

St Annes College Grammar School is an independent, co-educational all-through school for pupils aged 2–16. The school welcomes applications from families who share the school's values and commitment to supporting each child's academic, personal and emotional development.

The school is committed to fair, transparent and non-discriminatory admissions procedures and aims to ensure that all pupils admitted can benefit from the education and support offered.

2. Aims of the Admissions Policy

The admissions process aims to:

- be clear, fair and transparent
 - comply with the Equality Act 2010
 - support inclusion and diversity
 - ensure pupils' needs can be met safely and appropriately
 - establish a positive partnership between home and school
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3. Equality and Non-Discrimination

The school does not discriminate on the grounds of sex, race, disability, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity, or any other protected characteristic.

Reasonable adjustments will be considered to support pupils with disabilities or SEND, where the school is able to meet the pupil's needs without compromising the efficient education of others or health and safety.

4. Admissions Criteria

Admission is subject to:

- availability of a place
- the school's ability to meet the pupil's academic, social, emotional and behavioural needs
- receipt of satisfactory references and records (where applicable)

- a meeting with parents/carers and the pupil
- completion of the school's admissions process

The school reserves the right to decline admission where it is assessed that the school cannot adequately meet a pupil's needs.

5. Admissions Process

The admissions process typically includes:

1. Initial enquiry and school visit
2. Completion of an application form
3. Review of previous school reports and relevant information
4. Meeting with senior staff and/or SEND/pastoral team
5. Assessment activities where appropriate
6. Offer of a place (conditional or unconditional)

Admission decisions are made by the Headteacher or delegated senior leader.

6. Special Educational Needs and Disabilities (SEND)

The school welcomes applications from pupils with SEND. Parents are encouraged to share full and accurate information about their child's needs at the earliest stage.

Where a pupil has an Education, Health and Care Plan (EHCP), the school will engage with the Local Authority consultation process in line with statutory guidance.

Admission will be offered where the school is confident it can meet the pupil's needs effectively and safely.

7. Looked After and Previously Looked After Children

The school recognises its responsibilities towards looked after and previously looked after children and will work closely with placing authorities, social workers and carers to determine whether the school is able to meet the child's needs.

8. Oversubscription

Where the school is oversubscribed, priority may be given to:

- siblings of current pupils
 - pupils already attending another phase of the school
 - pupils whose needs can be met most appropriately within the school's provision
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9. Withdrawal of an Offer

The school reserves the right to withdraw an offer of a place if:

- information provided is found to be inaccurate or withheld
 - relevant needs or risks were not disclosed
 - the offer conditions are not met
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10. Appeals and Complaints

Parents who wish to raise concerns about admissions decisions may do so in accordance with the school's Complaints Policy. Admission decisions are made in good faith and in the best interests of the child and school community.

11. Data Protection

All personal data provided during the admissions process is handled in accordance with the school's Data Protection and Privacy Policies.

12. Review of Policy

This policy is reviewed annually by the Proprietor.

Policy Reviewed: Sep 2025

Next Review Due: Sep 2026

Approved by: A.Welsby
