



## **Admissions Policy (September 2025)**

Written by: RS/ CC	September 2025
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### **1 Aims**

#### **1.1 Purpose**

This policy is aimed at parents of prospective pupils at the School and sets out the School's admissions requirements.

#### **1.2 Educational Vision**

The aim of the policy is to identify and admit children who will benefit from an academic education and who will contribute to and benefit from the ethos and activities of our School community. We seek to admit pupils who will thrive in an environment that actively promotes the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

#### **1.3 Preparation for Life in British Society**

Our admissions process ensures that all pupils admitted to the School will receive effective preparation for the opportunities, responsibilities and experiences of life in British society, enabling them to become confident, contributing members of their communities.

#### **1.4 Legal Framework**

This policy has been prepared to meet the School's responsibilities under:

- The Education (Independent School Standards) Regulations 2014 (SI2014/3283)



- Early Years Foundation Stage statutory framework for group and school-based provision (DfE, January 2024)
- Childcare Act 2006
- Education and Skills Act 2008
- Equality Act 2010
- Data Protection Act 2018 and UK General Data Protection Regulations (UKGDPR)
- Counter-Terrorism and Security Act 2015 (Prevent duty)

## 1.5 Guidance Considerations

This policy has regard to the following guidance and advice:

- Children Missing Education (DfE, September 2016)
- Working together to improve school attendance (Gov.uk, August 2024)
- Technical guidance for schools in England (Equality and Human Rights Commission, September 2023)
- SEND code of practice: 0 to 25 years (DfE and Department of Health, May 2015)
- Keeping Children Safe in Education (current version)
- The Independent School Standards: Guidance for independent schools (DfE, April 2019)

The selection criteria, admissions process and interview procedure are determined and reviewed from time to time by the Governors of the School.

## 2 Equal Treatment and British Values

### 2.1 Inclusive Community

We welcome children from many different ethnic and racial groups, backgrounds and creeds. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our School Community and the rights and freedoms of others. All candidates for admission will be treated equally, irrespective of their, or their parents' race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, orientation, property, birth or other status.

### 2.2 Fundamental British Values

The School actively promotes the fundamental British values of:

- **Democracy:** Understanding how citizens can influence decision-making through democratic processes
- **The rule of law:** Appreciation that living under the rule of law protects individual citizens and is essential for wellbeing and safety



- **Individual liberty:** Understanding that freedom to hold different faiths and beliefs is protected in law
- **Mutual respect and tolerance:** Acceptance that people having different faiths or beliefs should be respected and should not be the cause of prejudicial or discriminatory behaviour

All families are expected to support these values as part of their commitment to the School community.

## 2.3 Spiritual, Moral, Social and Cultural Development

Our admissions process considers how prospective pupils will benefit from and contribute to the School's approach to spiritual, moral, social and cultural (SMSC) development. We seek pupils who will:

- Develop self-knowledge, self-esteem and self-confidence
- Learn to distinguish right from wrong and respect the civil and criminal law of England
- Accept responsibility for their behaviour and understand how to contribute positively to local and wider society
- Acquire knowledge of and respect for public institutions and services in England
- Develop tolerance and harmony between different cultural traditions
- Show respect for other people, with particular regard to the protected characteristics under the Equality Act 2010

## 2.4 Collective Worship

We expect all of our pupils to attend our services and school assemblies. However, parents may withdraw their children provided prior notification is given to the School.

## 2.5 Medical Needs

Our aim is to implement and maintain an effective management system for the administration of medicines to all pupils in our care and ensure that we provide support to individual pupils with medical needs.

## 3 Disability & Special Educational Needs

### 3.1 Inclusive Approach

The School currently has limited facilities for the disabled partly because of the nature of the site. However, the School will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 and Special Educational Needs and Disability Act 2001, in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.



### **3.2 Information Requirements**

The School needs to be aware of any known disability or special educational need that may affect a child's ability to participate in the admissions procedure and take full advantage of the education provided at the School. Parents of a child who has any disability or special educational need should provide the School with full details prior to the admissions procedure, at registration, or subsequently before accepting the offer of a place.

### **3.3 Assessment and Consultation**

The School needs this information so that, in the case of any child with particular needs, the School can assess those needs and consult with parents about the adjustments which can reasonably be made to ensure that the application procedure is accessible for the child and that the School can cater adequately for the pupil should an offer of a place be made. Sancton Wood is a mainstream setting and can manage mild and moderate needs well. However, it is not a specialist SEND setting and cannot meet the needs of children with extreme SEND needs.

### **3.4 Ongoing Review**

The School recognises that the suitability of a child may change as they grow older. For example, children admitted at Baby Unicorns or Unicorns Nursery may develop complex SEN or behavioural issues as they grow older. In these cases the school reserves the right to review the offer of a place in consultation with parents and relevant professionals.

### **3.5 Reasonable Adjustments**

The School will do all that is reasonable to ensure that the information and application procedure is accessible for disabled candidates and will make such reasonable adjustments as necessary. For example, the School may be able to provide an assessment paper in large font for a visually impaired pupil. Similarly, if special education needs or a disability become apparent after admission, the School will consult with parents about reasonable adjustments in order to allow the child to continue at the School.

## **4 Registration and Application Process**

### **4.1 Registration**

If a prospective parent would like to register their child, they must complete the School's registration form and return this together with the required non-refundable registration fee. Receipt of the registration form will be acknowledged and details of the next steps provided.



## 4.2 Safeguarding Considerations

As part of our commitment to safeguarding and promoting the welfare of pupils, the admissions process includes appropriate information gathering and sharing protocols. This ensures we can provide appropriate support for all pupils from the point of admission and fulfil our obligations to share relevant information with local authorities where required.

## 5 Disclosures and Requirements

### 5.1 Application Processing

Applicants will be considered as candidates for Admission and Entry to the School when the Registration Form has been completed and returned to the School and the non-refundable Registration Fee paid where applicable.

Admission will be subject to the availability of a place and the prospective pupil and the Parents satisfying the admission requirements at the relevant time.

The information provided on the Registration Form will be used by the School during the admissions process in order to manage and assess the application and the prospective pupil's suitability for a place at the School. The information requested on this form is needed because the School has contractual and statutory duties towards your child. If the prospective pupil is not offered a place, or if the parents do not accept the offer of a place, the School will only retain this information for as long as it needs to.

### 5.2 Special Educational Needs Declaration

If the applicant has any special educational needs or disability, parents or guardians must notify the School to enable appropriate planning and reasonable adjustments.

### 5.3 Immigration Status and Right to Study

It is the Parent's responsibility at all times to ensure that their child has the appropriate immigration permission to live in the United Kingdom and to study at this School.

**UK and Irish Citizens:** If your child is a British or Irish citizen, please provide evidence of citizenship status.

**Non-UK/Irish Citizens:** If your child is not a British or Irish citizen you must provide evidence of your child's right to live in the UK and study at the School when you complete the registration form. This includes:

- For children from EEA countries and Switzerland: proof of having been granted digital settled status under the UK's EU Settlement Scheme, or other valid immigration status



- For all other international students: appropriate visa documentation and right to study permissions
- Where applicable, evidence of indefinite leave to remain or other relevant immigration status

The School reserves the right to request updated documentation throughout the pupil's time at the School to ensure continued compliance with immigration requirements.

## 5.4 Health and Welfare Disclosures

Parents must as soon as possible disclose any particular known or suspected circumstances relating to their child's health, allergies, disabilities, and special educational need or learning difficulties. This information is essential for safeguarding purposes and to ensure appropriate support can be provided.

## 5.5 School References

The School will seek a confidential written reference from the applicant's current school for all points of entry, and no offer of a place will be made before receipt of this written reference. Where the applicant has been at their current school for less than two years, the School reserves the right to contact the previous school for a reference. However, where a reference has been delayed for any reason, the School may agree to make an offer conditional upon a satisfactory reference being received in due course. The School reserves the right to waive the requirement to seek a reference.

## 5.6 Special Circumstances

We recognise that a candidate's performance may be affected by particular circumstances, for example:

- If he/she is unwell when taking tests or has had a lengthy absence from his/her school
- If there are particular family circumstances such as a recent bereavement
- If there is a relevant educational history, for example, education outside the British system
- If the candidate has a disability or learning difficulties
- If English is not the candidate's first language

Results of the Entrance Test are confidential to the School and are not released.

## 5.7 Additional Information Requests

In any of these cases, we may request further information such as a medical certificate or educational psychologist's report and any associated correspondence or details from the pupil's current school (including samples of work) or any family history of dyslexia, as we consider necessary to make a fair assessment.



## 6 Age Considerations

Very occasionally, we may offer places to pupils one year ahead or behind their standard year group, if we consider, as a matter of professional judgement, that this would be in the best interests of the pupil and the School.

## 7 Oversubscription Criteria

If we need to decide between two or more candidates who meet our admission requirements, after all appropriate allowances and special consideration has been given, we may give preference to:

- A child who already has a brother/sister in the school or whose parent is a former pupil
- A child whose parent is a current member of our staff
- A child with a particular skill, talent or aptitude
- A child who we consider will fit in with our school and its ethos, including commitment to British values and SMSC development

## 8 Selection Criteria

The preconditions for admission are that:

- The applicant is of the appropriate age and sufficient maturity
- The family/child have made reasonable attempts to get to know the school e.g. have attended a tour, open day or taster morning
- Parents and applicants (in an age appropriate manner) will be expected to engage and support the school values which are published on our website, including our commitment to British values and SMSC development
- The family demonstrates understanding of and commitment to preparing their child for life in British society
- The School is able to provide adequately for any disability or special educational needs (if any) the applicant may have, making reasonable adjustments where necessary
- Any reference provided by the present school reports satisfactory attitudes and conduct on the part of parents or guardians and the applicant
- Fees (if applicable) at the present or previous school(s) have been paid
- The applicant has the legal right to live and study in the UK with appropriate documentation

## 9 Equal Treatment in Selection

All applicants will be treated equally, irrespective of their or their parents' race, sexual orientation, religion or belief, pregnancy or maternity, sex, gender reassignment or any disability. Applicants will also be treated equally in respect of their parents' age, gender or marital or civil partnership status.



## **10 Appeals Process**

An appeal of a decision may be made in writing to the School Principal in the first instance. The appeal will be considered fairly and impartially, with decisions communicated in writing within a reasonable timeframe.

## **11 Record Keeping and Data Management**

### **11.1 Admissions Record**

A confidential form of Admissions Record will be completed for each applicant. The School has an obligation under the Education (Pupil Registration) (England) Regulations 2006 (as amended) to maintain an admissions register and inform the local authority of any pupil who is going to be added or deleted from the School's admissions register at non-standard transition points.

### **11.2 Data Protection**

All records created for the purposes of the procedures set out in this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

The records created in accordance with this policy may contain personal data. The School has a number of privacy notices which explain how the School will use personal data about pupils and parents. The privacy notices are published on the School's website.

### **11.3 Information Sharing**

Where required for safeguarding purposes or statutory obligations, the School may share relevant information with local authorities, government agencies, or other appropriate bodies in accordance with our data protection policies and legal requirements.

## **12 Policy Review**

This policy is reviewed annually by the Principal, taking into account current legislation, DfE guidance, and ISI inspection framework requirements.

*This policy demonstrates our commitment to providing excellent education while actively promoting British values, SMSC development, and preparing all pupils for successful participation in British society.*