ADMISSIONS POLICY & PROCEDURES

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Policy Statement (1)

AKS Lytham admits students from age 0 to 18, and all prospective students must normally be of the correct age band for the year-group he/she proposes to enter. Furthermore, in the Senior School, entry will be subject to a positive reference from the applicant's previous school(s) and evidence of sufficient academic ability to be happy and successful in the school. Academic ability is also looked at for entry to the Prep School. All applications are treated positively, empathetically and in confidence. The Headmaster has discretionary authority with regard to all admissions. Admissions to Early Years Foundation Stage (EYFS) follow the same inclusive approach. We ensure all legal and welfare requirements under the EYFS statutory framework are met.
AKS aims to:

- Ensure a clear, fair process for admissions.
- Support equal opportunities and inclusion.
- Comply with statutory and regulatory requirements.
- Inform parents of the admissions process and criteria.

AKS admits students of all faiths and none. AKS also seeks to ensure that prospective SEND and EAL students are not treated less favorably and will take reasonable steps to avoid putting SEND and EAL students at a substantial disadvantage in the matter of admissions.

Where applicable, the school ensures that non-UK pupils have the right to study in the UK and complies with UKVI (UK Visas and Immigration) sponsor duties.

Policy Statement (2)

1) This policy applies to all members of the AKS school community, including those in our EYFS (Early Years Foundation Stage) setting.
2) AKS implements this policy through adherence to the procedures set out in the rest of this document.
3) This policy is made available to all interested parties in accordance with our *Provision of Information* policy. It should be read in conjunction with the school's *Equal Opportunities, Special Educational Needs, SEND Financial Charging Policy, SENDA, Behaviour*, *Discipline and Exclusions* and respective *Rules, Rewards and Sanctions* policies.
4) AKS is committed to ensuring that the admissions register is maintained in accordance with Education (Pupil Registration) (England) Regulation 2006.

5) The School is committed to a fair, transparent, and inclusive admissions process that reflects our values as a United Learning school. This policy complies with the *Equality Act 2010*, the *Education (Independent School Standards) Regulations 2014*, the *Children and Families Act 2014 (SEND Code of Practice)* and is informed by the *SEND Code of Practice 0-25 years (last updated 2024).* Further details are available in the school's *Equal Opportunity* policy document.
6) This policy is reviewed at least annually, or as events or legislation changes require, by the Whole School Leadership Team and the Local Governing Body. The deadline for the next review is no later than 12 months after the most recent review date indicated above.

Key Personnel

1) David Harrow: Headmaster
2) Amanda Ilhan: Head of Nursery and Preparatory School
3) Vicky Reynolds: Nursery Manager
4) Liz Wyatt: Registrar/Admissions Secretary
5) Allan McKeown: Senior Deputy Head

Admissions Criteria

Admission is subject to availability of places and the school's ability to meet the needs of the child. Criteria may include:

- Academic suitability (assessed through entrance tests/interviews as appropriate).
- Behaviour and attitude aligned with school values.
- Space in the relevant year group.

Priority may be given to:

- Siblings of current pupils.
- Children of staff or alumni.
- Pupils transferring from another United Learning school.
- Pupil with high ability commensurate with the award of a Scholarship or Headmaster's Award (see the section on scholarships below)

Admissions of Pupils with EAL

We welcome pupils with English as an Additional Language (EAL). We will make reasonable adjustments to support access to our education and co-curricular offer.

Admission of Pupils with SEND

The school is committed to promoting equity, diversity, inclusion and belonging and adheres to its legal obligations under the Equality Act 2010. We welcome applications from pupils with Special Educational Needs and Disabilities (SEND) and assess each application individually, considering both the specific needs of the applicant and the school's capacity to make reasonable adjustments. In line with statutory guidance, we aim to ensure that no child is placed at a substantial disadvantage in the admissions process due to their disability or diagnosed learning need/s and the school uses its best endeavours to provide the appropriate support.

To support a fair and informed admissions process, it is essential that parents/carers provide full and transparent disclosure of any known or suspected SEND at the point of application using our *SEND Admissions Form*. This should include up-to-date professional assessments, medical reports, including referrals and documentation under the neurodiverse pathway, educational psychologist evaluations, any existing Education, Health and Care Plans (EHCPs) and IEPs.

The *SEND Code of Practice* emphasises the importance of early identification and collaborative planning to meet the needs of children and young people effectively. Accurate and timely documentation enables the school to assess whether it can meet the applicant's needs and to plan for any reasonable adjustments or additional support required, under the *Equality Act (2010)*. Where necessary, the school may request further information or consult with external professionals to ensure a thorough and informed decision. Failure to provide relevant information may affect the school's ability to support the pupil appropriately and could impact the outcome of the application, including withdrawing a pupil.

Although independent settings are not required to comply with the *SEND Code of Practice: 0 to 25 years*, we see this as best practice and use our best endeavours to implement the school's chapter.

As part of the admissions process is an entry assessment, it is important to note and evidence if a pupil has previously had additional exam access arrangements and this is the pupil's normal way of working, based on evidence of need. This information and previous history of need will then be taken into consideration on whether this is awarded in the entry test. The school is obliged to follow statutory exam criteria via the Joint council for qualifications (JCQ), which stipulates the SENDCo has the final decision on awarding any exam concessions.

Please read our additional policy on SEND financial charging prior to submitting an admission.

Application Process

In the application process we value transparency and partnership with families, and we encourage open dialogue about any concerns regarding your child's development or learning needs. Failure to disclose known relevant information may affect the school's ability to provide appropriate support and could impact the offer of a place.

1. Enquiry and visit.
2. Submission of relevant admissions forms and fee (if applicable).
    - School Admissions Form
    - SEND Admissions form (if applicable)
    - Developmental Milestones Admissions Form (for pupils entering Reception)
3. Assessment or interview (where required).
4. Offer of place or explanation of outcome.
5. Confirmation and acceptance with signed agreement and deposit (if required).

Please note that your child's current school will also be asked to complete an Admissions Reference Form as part of the process. The school is committed to keeping parents informed throughout the process.

Nursery Admissions

1) Enquiries from prospective families are welcome at any time and should be directed to the Admissions Office at admissions@akslytham.com.
2) All prospective families are encouraged to visit the school for a personal tour.
3) The Nursery can accommodate 96 children per day: up to 40 toddlers (20 in Bees Class & 20 in Ladybirds Class) and up to 32 of Pre-School age, with the Baby Room able to accommodate 24 children per session.
4) In the Nursery, a child will be offered a place dependent upon (in this order of priority):
    a) Availability of spaces, taking into account the staff/child ratios, and the ages of the child
    b) If applicable, whether the child has any siblings already in the Nursery
    c) Minimum number of sessions.
5) As stated in our respective policies referenced in *Policy Statement (2) [3,4]*, the school is committed to the principles and procedures set out in these documents, as well as later under *Accessibility*. With reference, however, to accommodating the needs of children with disabilities, for whom we can, at the initial point of admission, cater for adequately; if we determine, in our sole discretion (after appropriate consideration) that reasonable adjustments cannot be made for a child and as such we cannot continue to adequately provide for that student, then we shall be

permitted to request that parents withdraw the child without being charged fees in lieu of notice.

Preparatory School Admissions

1) Enquiries from prospective families are welcome at any time and should be directed to the Admissions Office at admissions@akslytham.com.
2) All prospective families are encouraged to visit the school for a personal tour.
3) Children are observed/assessed during a taster visit (2 consecutive days) on their ability and potential to be happy and academically successful, given the school's curricular and behavioural expectations. Feedback is shared with parents at this time.
4) Academic references will also be used in making this assessment.
5) The Prep School may, at its discretion, require a period of attendance to be on a probationary basis (normally a term), which may be due to academic or pastoral concerns or both. This is discussed with the student and the family at the time, and any offer letter states the initial duration of the probationary period. The school reserves the right to extend a period of probation if considered appropriate and necessary and will confirm this with the family along with the reason for the extension. During or at the conclusion of this time, either party may terminate the contract without penalty beyond fees already paid.

Senior School Admissions

1) Enquiries from prospective families are welcome at any time and should be directed to the Admissions Offices at admissions@akslytham.com.
2) All prospective families are encouraged to visit the school for a personal tour, and taster days can also be arranged for prospective students.
3) Senior School open events take place during the autumn and spring terms, and the dates are published in advance.
4) For existing AKS students, entrance into the Senior School is automatic, provided that they have progressed sufficiently to demonstrate that they will be happy and academically successful, given the Senior School's curricular and behavioural expectations. It is expected that all Year 6 Prep pupils will take part in the Entrance Assessment Day. If appropriate, the families of Prep School students will be informed by the end of Year 5 if the school believes that the curriculum, academic expectations, and support capacity of the Senior School may not sufficiently provide for the student's best interests; transition to the Senior School will not, therefore, be automatic in such cases.
5) For the Senior School (Years 7-11), external applicants are admitted on the basis of their academic ability, such as will enable them to cope sufficiently well with the curriculum; as well as references from their previous school(s), which should indicate

clearly that the student would be an asset and bring a positive influence to our school community.

6) Academic ability is measured by means of a nationally standardised baseline test. Those eligible for the offer of a place (if one is available) will have attained an acceptable overall standard on these tests.
7) The Senior School Assessment takes place in January, for entry into Year 7 the following September. A completed Registration Form and initial administration fee must be forwarded in advance.
8) Appropriate assessments are taken by external applicants in Years 8 – 11 at any time of the school year, as required (also Year 7, if they miss the normal entry process). A completed Registration Form and initial administration fee must be forwarded in advance.
9) In the case of an applicant transferring to AKS after the start of secondary education (ie above Year 7), the school may, at its discretion, require a period of attendance to be on a probationary basis (normally a term), which may be due to academic or pastoral concerns or both. This is discussed with the student and the family at the time, and any offer letter states the initial duration of the probationary period. The school reserves the right to extend a period of probation if considered appropriate and necessary and will confirm this with the family along with the reason for the extension. During or at the conclusion of this time, either party may terminate the contract without penalty beyond fees already paid.

Sixth Form Admissions

1) Year 11 students transfer automatically into the Sixth Form, provided that they have gained at least five subjects at grade 6 and above, including English Language and mathematics, and with no less than a grade 6 (ideally a 7, 8 or 9 grade) in the subjects, or related, with which they wish to continue at A level. In addition, the student's record of conduct and attitude must meet the appropriately high expectations of the school's Sixth Form (*ref Behaviour Policy*).
2) In a circumstance where an extraordinary curriculum arrangement is made and agreed by all appropriate parties, to accommodate a student's subject choices, and the student does not then take up the reserved place in September, fees will be charged in lieu.
3) External applicants for the Sixth Form are expected, under normal circumstances, to have a strong academic profile at GCSE level, including at least five subjects at grade 6 or above, including English Language and mathematics, with no less than a grade 6 (ideally a 7, 8 or 9) in the subjects, or related, with which they wish to continue at A level.
4) If an applicant falls slightly short of the above criteria, a place may still be offered, but at the discretion of the Headmaster, and other criteria will apply. These will

include an interview and both academic and character references and a good record of good conduct and attitude.

5) Applications are welcome from overseas students. If GCSEs or IGCSEs are not being taken, academic ability will be assessed separately, as most appropriate in each individual case; which may include interview by Teams with the Headmaster and other senior colleagues. References are required, and all offers of places are conditional upon relevant visa permissions; as well as a satisfactory level of spoken and written English, which would enable sufficient access to the curriculum requirements of the subjects chosen.
6) Students should have at least a D grade in the end of year examinations in Year 12 to be able to continue with their A level studies in Year 13. There is a resit opportunity at the start of Year 13, if this is the case.

Accessibility

1) With regard to disability, the school will make reasonable adjustments not to put any disabled student at a substantial disadvantage compared to any student who is not disabled.
2) Parents of prospective students are asked to inform the Headmaster or the Head of the Prep School in advance, when they apply for a place at the school, of any disabilities or long-term medical conditions and the implications thereof which the school should consider, either in the selection process or once a student has been accepted. In assessing any student or prospective student, and in considering any adjustments it might need to make, the school may take such advice and require such assessments, as it regards appropriate.
3) With reference, however, to accommodating the needs of any student with specific needs, for whom we can, at the initial point of admission, cater for adequately; if we determine, after appropriate consideration, that we cannot continue to provide for that student, academically or pastorally, due solely to the limitations of the school's capacity which will not have changed since the point of entry, then we shall be permitted to request that parents withdraw the child without being charged fees in lieu of notice.
4) Further information is available in our *Equal Opportunities* and *Special Educational Needs* policies.

Waiting Lists

1) In the event of oversubscription, applications will be ranked according to the admissions criteria (see above) and any relevant waiting lists (please see below). The school maintains the right to operate a first-come, first-served basis where no other prioritisation applies.

2) In the event that a particular year group is already full in the Nursery and Prep School, students wishing to join will be assessed as above and a provisional place reserved on the relevant waiting list. Once a place becomes available, it will be offered to the child at the head of the waiting list.

3) On any occasion where the school intake into Year 7 is over-subscribed, places will be allocated on the basis of ability as assessed in the entrance assessments. In the event that the above is unable to distinguish between candidates, then school references and/or an interview will be taken into account.

4) At other times vacant places will be offered to the next applicant who fulfils the entry criteria. If there are no places available in a specific year, applications will still be encouraged and, once a candidate has attained the required standard in the relevant entrance assessments, a provisional place may be offered, and the child placed on the waiting list. Once a place becomes available it will be offered to the child at the head of the waiting list.

Scholarships

1. Scholarships are awarded with transparency, honesty, and consistency, in keeping with the school's values and principles; they reward commendably high achievement or potential in a number of areas.

2. Scholarship awards represent a percentage reduction in annual fees, with the exception of Honorary Scholarships, and are not dependent upon family income, nor are they negotiable.

3. Scholarships awarded in Year 7 remain with the student throughout their entire Senior School career, including Sixth Form, on the explicit condition that respective achievement in the scholarship discipline, as well as general conduct, remains appropriately deserving. These are kept under review and a family is given a term's notice in writing of the intended withdrawal of the scholarship; a substantive, evident, and sustained improvement in a student's commitment to the scholarship discipline from this point may defer or annul the withdrawal.

4. Academic scholarships are available for Year 7 entry, as well as in Drama, Music, Performing Arts (which recognises Music and Drama), and Sport. All scholarships have a maximum value of up to 20%, but will vary.

5. Scholarship assessments take place in January. For Drama, Music, Sport and Performing Arts, a scholarship application form must be completed with additional details – for Performing Arts, applications for Music and Drama should be completed.

6. Existing AKS students must take the Entrance Assessment if they wish to be considered for an Academic scholarship.

7. At other points of entry, scholarships may be available at the discretion of the Headmaster: in general, candidates will be under consideration only at the normal assessment points in Year 7 and Year 12, or on entry to the school, or if there was a reason why this was not possible at the usual time.

8. The Headmaster also reserves the right in exceptional circumstances to consider awarding a Headmaster's Award, which is intended to capture qualities that do not naturally fall under the other categories.

9. Honorary Scholarships may be awarded should candidates exhibit strengths but not at this stage reach the standard to receive a discounted place: these carry the titles, privileges and expectations of the main awards but without a fee discount.

10. The Headmaster reserves the right to award a scholarship in one or more of the above disciplines to any student at any time in their school career, if the student does not already have the scholarship and their attainment in this discipline is of an evidently and notably high standard; however, these will normally be Honorary Scholarships if they are awarded other than at normal times.

11. Sixth Form scholarships are also available in Art, Drama, Music, Performing Arts and Sport, as well as Academic scholarships.

12. Further information about our scholarships, including application procedures, is available from the Admissions Office.

Assisted Places

1) Assisted Places offer a maximum reduction of 85% in school fees; lunches, examination fees and other extras are charged separately.
2) For particularly deserving students, additional financial support may be allocated by the Lytham Schools Foundation (LSF) in accordance with their charitable remit. The school would contact LSF, if they felt there was suitable candidates.
3) Assisted Places are means-tested and are re-assessed annually before the start of each school year, to allow for any changes in personal financial circumstances.
4) Assisted Places are not usually available for Prep School or Nursery students.
5) Assisted Places are awarded primarily to new Year 7 students as well as new Sixth Form students.
6) Parents may apply for an Assisted Place by requesting and completing an Assisted Place Application Form during the Autumn Term, prior to the year of entry, which requires full financial details to be disclosed in confidence.
7) Further information and Assisted Place Application Forms are available from our Admissions Office: admissions@akslytham.com

Bursaries

1) Bursaries may be awarded to parents, who suffer temporary and unforeseen financial hardship, thus preventing full payment of school fees.
2) Bursaries are means-tested annually for as long as they last.
3) Bursaries are not normally available for Prep School students, Nursery students, or students who are about to join the school for the first time.
4) In awarding Bursaries, priority is given to those students who have been at the school for at least 5 years and to students, who are in their GCSE and A level years.
5) Additional funding for Bursaries may also be allocated by the Lytham Schools Foundation. This funding may include a contribution towards: school fees, uniform, books and equipment, and transport, each of which would be considered on respective merit.
6) The AKS Lytham Foundation has been set up to provide Bursaries into the Sixth Form currently. More information on this can be found through the application process for Sixth Form.
7) Parents are encouraged also to approach outside trusts prior to applying for financial assistance from United Learning and to provide evidence that this has been done; details of Educational Trusts are available on the internet.
8) Parents should make an appointment with the Director of Finance and Operations in the first instance, who will advise further, on consideration of each individual situation.

Clergy Bursaries

1) Clergy Bursaries are available to the children of serving clergy in the Church of England or other Christian denominations, or to those holding related posts, such as forces chaplains.
2) Clergy Bursaries offer a maximum reduction of 2/3 in school fees, for one student, or 75% in school fees, if there are two or more siblings in the school.
3) Students of all ages are eligible, providing that they have satisfied the school's normal entry requirements.
4) Clergy Bursaries are means-tested and are reviewed annually.
5) Parents may apply for a Clergy Bursary by requesting and completing a Clergy Bursary Application Form, which requires full financial details to be disclosed in confidence.
6) Further information is available from our Admissions Office.

Sibling Discounts

1) Sibling discounts apply automatically for children throughout the school, from Nursery to Sixth Form.
2) The discounts are only applicable while an elder child remains on the school roll.

3) The discount equates to 10% reduction in school fees for each sibling, not including the elder child.

Admissions Disputes and Appeals

Parents or guardians who wish to dispute an admissions decision or appeal against a decision not to offer a place to an applicant should use the school's Complaints Policy (available on the school's website)

Admissions Register

AKS Lytham is committed to ensuring that the admissions register is maintained in accordance with *The School Attendance (Pupil Registration) (England) Regulations 2024*." The school complies with the following regulatory requirement, and from the beginning of the first day on which the school has agreed or been informed that the student will attend the school, an entry will be made in the school's admissions register.

The school will collect and retain the following data:

- Full name
- Name that pupil uses at school
- Sex (recorded as birth sex unless a gender recognition certificate is obtained)
- Address
- The full name and address of each of the pupil's parents
- which of the pupil's parents, if any, the pupil normally lives with and at least one telephone number that each such parent can be contacted with in an emergency
- Date of birth
- Date of admission
- Name/address of previous school
- More than one emergency number for each pupil 'where reasonably possible.'

Note: The admissions register is not a public document. The school maintains confidentiality of records about staff and children, with access only available to those who have a right or a professional need to see them. The requirement to register a transgender student under their birth sex (unless they have a gender recognition certificate) does not prevent a school from treating the student for all other purposes as the being of the gender with which the child identifies.

The Admissions Register is completed and stored electronically in the school's MIS (iSAMS), managed by the Registrar and HRA. There is provision for the register to show the name or title of any person making an amendment and the date the amendment is made. There is also provision for the electronic register and any print out of the register, after a correction has been made, to distinguish clearly between the original entry and the correction. Copies are also held by the Headmaster and the Head of the Preparatory School, as discrete and fixed monthly updates. The school registrar is Liz Wyatt and she is responsible for the Admissions Register at the school.

The preservation of the school's admissions register, and amendments to, and deletions from, the register are regulated and will occur in line with the relevant regulations in *The School Attendance (Pupil Registration) (England) Regulations 2024*. In line with these regulations and the statutory guidance in *Working together to improve School Attendance (2024)*, the school will also notify the Local Authority when the school adds or deletes a pupil from the admissions register at non-standard transition times.

The school recognises its duty to inform the local authority, where a student is resident, if their name is going to be deleted from the register for the following reasons:

a) the student has been taken out of school to be home educated
b) the family has apparently moved away
c) the student has been certified medically unfit to attend
d) the student is in custody for more than four months
e) the student has been permanently excluded
f) the student has transitioned to another school

The school furthermore understands its broad duty to make/notify returns to the local authority for all non-standard admissions and departures, to know or be able to ascertain the correct local channels for doing so, to be able to evidence that if there have been any non-standard admissions or departures, the required notifications have occurred in accordance with local procedures. The school aims to work co-operatively with the local authority in making returns as requested and respond to reasonable enquiries where necessary. The school understands that it is a criminal offence not to report when so required.

The Admissions Register is backed-up at least weekly and copies held for at least three years.

Updated	7th July 2026
Reason for changes	Updates from United Learning
Name of the owner	Allan McKeown – Senior Deputy Head/Liz Wyatt - Registrar

Audience	Parents/school community
Location	Whole School Team and School website
Review date	July 2027