

## **ADMISSIONS POLICY & PROCEDURES**

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### **Policy Statement (1)**

AKS Lytham admits students from age 2 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 and, where relevant in the Prep 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. All applications are treated positively, sympathetically and in confidence. The Headmaster has discretionary authority with regard to all admissions.

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

AKS also ensures that the Admissions Register is maintained in accordance with Education (Student Registration) (England) Regulation 2006. The identity and right to study in the UK is verified from their application form, except for Tier 4 students, when copies of passports are requested.

### **Policy Statement (2)**

- 1) This policy applies to all members of the AKS school community, including those in our EYFS 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, 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 fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). 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 the Preparatory School

- 3) Vicky Reynolds: Nursery Manager
- 4) Alex Brown: Director of External Relations
- 5) Liz Wyatt: Registrar/Admissions & Development Secretary
- 6) Audrey Sanderson : Bursar
- 7) Allan McKeown: Deputy Head

### **Nursery Admissions**

- 1) Enquiries from prospective families are welcome at any time, and should be directed to the Admissions Offices at [admissions@akslytham.com](mailto:admissions@akslytham.com).
- 2) The Nursery can accommodate 52 children per session: up to 28 toddlers (16 in Loweres & 12 in Uppers) and up to 24 of pre-school age.
- 3) In the Nursery, a child will be offered a nursery place dependent upon:
  - 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.
- 4) 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 Offices at [admissions@akslytham.com](mailto:admissions@akslytham.com).
- 2) All prospective families are encouraged to visit the school for a personal tour.
- 3) Children are assessed during a taster visit on their ability and potential to be happy and academically successful, given the school's curricular and behavioural expectations.
- 4) Academic references may 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, which may be due to academic or pastoral concerns or both. This is discussed with the pupil 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](mailto: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. If appropriate, the families of Prep School students will normally 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 assessments in English, Mathematics and 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 Morning 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. 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, 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.

- 10) 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, 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.
- 11) 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.
- 12) 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.
- 13) 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.
- 14) 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 Skype 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.
- 15) Overseas applications requiring a Tier 4 Visa to study in the UK will be processed according to the guidance of the United Learning Tier 4 Administrators' Handbook.

### **Learning Support**

- 1) The school has a dedicated Learning Support department.
- 2) In the case of an applicant with specific learning difficulties, a full professional report must be submitted in advance of any entrance assessment. Allowance will then be made, but the overriding criterion will be the student's ability to cope with the school's academic and behavioural expectations, alongside the level of support able to be offered by the school.
- 3) Further details are in our *Special Educational Needs* policy.

### **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.

### **Class Sizes**

In normal circumstances, class sizes do not exceed:

- 20 in Reception and Year 1
- 22 in Years 2 to 4
- 24 in Years 5 to 11
- 18 in Years 12 and 13

### **Waiting Lists**

- 1) In the event that a particular year group is already full in the 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.
- 2) 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.
- 3) 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 in a number of areas.
- 2) Scholarship awards represent a percentage reduction in annual fees 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. This is annually reviewed in the spring term by the whole school leadership team 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 and Sport. All scholarships have a value of up to 20%.
- 5) Scholarship assessments take place in January. For Drama, Music and Sport, a scholarship application form must be completed with additional details.
- 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.
- 8) The Headmaster also reserves the right in exceptional circumstances to consider awarding a Headmaster's scholarship.
- 9) Honorary scholarships may be awarded if a student is already in receipt of a scholarship for another discipline, or is already benefitting from an assisted place.
- 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.
- 11) 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 in accordance with their charitable remit.
- 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 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.

### **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) 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.
- 7) Parents should make an appointment with the Bursar 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.

### Appeals

- 1) Parents or guardians who wish to appeal against a decision not to offer a place to an applicant may appeal to the Chair of the Local Governing Body of AKS or use the school's complaints procedure. The decision of the Chair of the Local Governing Body is final.
- 2) Appeals should be addressed directly to the Chair of the Local Governing Body at the school, and should state the grounds for the appeal.

### Admissions Register

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 in line with the Education (Student Registration) (England) Regulations 2006:

[Admissions registers \[Regulation 3.\(9\)\]](#). The Education (Student Registration) (England) Regulations 2006 have superseded the Regulations of 1995 and the amendments of 1997 and 2001. The relevant Statutory Instrument 2006 No. 1751 is available at [www.opsi.gov.uk](http://www.opsi.gov.uk)

For each student, the admission register must contain:

- a) name in full;
- b) gender - this should be birth sex unless the person has obtained a gender recognition certificate (not available under the age of 18)
- c) name and address of every person known to the proprietor to be a parent of the student (and an indication of the parent with whom the student normally resides, as well as which parents hold parental responsibility);
- d) at least one telephone number at which the parent with they live with can be contacted in an emergency;
- e) day, month and year of birth;
- f) day, month and year of admission or re-admission to the school;
- g) name and address of the school last attended, if any;
- h) an indication of boarding or day attendance (in schools which include boarders);
- i) name of the destination school (or additional school, in the case of dual registration) notified by a parent and the first date of attendance, where it is reasonably practicable for the school to ascertain this information. (Sept 2016);

- j) more than one emergency number for each pupil 'where reasonably possible.'

Note: The admissions register is not a public document. The requirement to register a transgender pupil under their birth sex (unless they have a gender recognition certificate) does not prevent a school from treating the pupil 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 of 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. Thus, the inclusion/deletion from the register is done according to the Education (Student Registration) (England) Regulations 2006. The school registrar is Liz Wyatt and with Elaine Cope (HRA) they are responsible for the Admissions Register at the school.

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 pupil has been taken out of school to be home educated
- b) the family has apparently moved away
- c) the pupil has been certified medically unfit to attend
- d) the pupil is in custody for more than four months
- e) the pupil has been permanently excluded
- f) the pupil 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 lawful grounds for removing a pupil, including the original ones above, and the information to be reported to the local authority, are set out in detail in both School Attendance 2019 and Children missing education 2016. The inclusion/deletion from the register is done according to the Education (Pupil Registration) (England) Regulations 2006.

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