



Auckland College Independent School

Every Pupil Matters, Every Moment Counts

Admissions Policy





Document Control

Owner:	Auckland College Independent School
Written by:	Mrs Stephanie Livramento & Mr Lorenzo Willis
Approved by:	Mr Anthony Akaraonye – Chair of Governors
Applies to:	Whole School
Date effective from:	9 September 2026
Review period:	1 Year
Date of next review:	9 September 2027
Version:	V1



Purpose and scope

This policy explains how Auckland College Independent School considers and determines applications for admission from Reception to Year 11. It is intended to provide families with a clear, fair and consistent admissions process while enabling the School to decide whether it can provide an appropriate education and safeguard each prospective pupil within its available provision.

The policy applies to prospective pupils, their parents or carers, staff involved in admissions and the Board of Directors. Nursery and Pre-School admissions are outside its scope and are addressed through the relevant Early Years arrangements.

Attendance, the statutory admission register, removal from roll and children missing education procedures are covered by separate school policies and procedures. A pupil becomes enrolled only on the agreed admission date and once the School has completed the required registration arrangements.

Admissions principles

Auckland College Independent School aims to provide a small, safe, happy and achieving environment in which pupils are known well, supported and challenged to succeed. Education is a partnership between the pupil, family and School, built on honest communication, mutual respect and shared expectations.

The School will:

- consider each application individually, fairly and consistently;
- base decisions on relevant evidence and the published admissions criteria;
- act in the best interests of children while considering the welfare and education of the wider school community;
- comply with its duties under equality, SEND, safeguarding, data protection and immigration law; and
- communicate decisions and any conditions of an offer clearly to parents or carers.

As an independent school, Auckland College Independent School determines its own admissions arrangements, subject to its legal and regulatory duties and the terms of the parent contract.

Equality SEND and reasonable adjustments

The School welcomes applications from pupils from a wide range of backgrounds. It will not unlawfully discriminate against a prospective pupil in the arrangements used to determine admission, the terms on which admission is offered or by refusing admission.

Admissions decisions will comply with the Equality Act 2010. The School will not unlawfully discriminate because of disability, gender reassignment, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or because of a pupil's association with a person who has a protected characteristic. The School will also have regard to relevant human rights and safeguarding duties.

Where an applicant is disabled or has special educational needs, the School will consider the information available, consult with parents and relevant professionals where appropriate, and consider reasonable adjustments to the admissions process and to the education and facilities that would be available to the pupil.

A pupil will not be refused admission solely because they have a disability or special educational need. If, after proper consideration and consultation, the School concludes that it cannot reasonably provide the education, support or adjustments required, the reasons will be recorded and explained to the parents or carers. Decisions will be based on the individual pupil's needs and circumstances, not on a diagnosis or label alone.

Entry points and availability of places

Applications may be considered for Reception to Year 11, including applications for entry during the school year. Admission depends on a place being available in the appropriate year group and on completion of the School's admissions process.

Year placement will normally reflect the pupil's chronological age. The Headteacher may consider a different year placement where there is clear evidence that it would be educationally and developmentally appropriate. Parents will be consulted before any such decision is made.

Places in Year 7 and other year groups may be limited. Applications received when a year group is full may be placed on a waiting list in accordance with section 12.



Admissions criteria

The School will take the following into account when determining an application:

- whether a place is available in the appropriate year group;
- whether the prospective pupil is likely to benefit from the education, curriculum and pastoral provision offered;
- the pupil's age, current attainment, educational history and individual circumstances;
- any identified SEND, disability, medical, pastoral or safeguarding needs and the reasonable adjustments or support that may be required;
- information from the application, school reports, previous setting, assessment, meeting or taster visit;
- the School's ability to provide an appropriate education and safeguard the pupil within its staffing, expertise, facilities and reasonable adjustments; and
- where relevant, the immigration and right-to-study requirements in section 13.

No single observation, assessment result or aspect of social interaction will automatically determine the outcome. The Headteacher will consider the evidence as a whole.

Application process

Parents or carers should complete the School's application documentation and provide information that is accurate and complete. The School may request:

- the pupil's legal name, date of birth, address and identity documentation;
- details of those with parental responsibility and relevant court orders or care arrangements;
- the name and contact details of the current or most recent school or setting;
- the most recent school report and other relevant educational records;
- information about SEND, disability, medical needs, allergies, pastoral support, behaviour, exclusions and safeguarding matters;
- copies of an EHC plan, SEN support plan, individual education plan, professional report or assessment where applicable; and
- passport, visa, immigration or right-to-study documentation where applicable.

The School expects parents and carers to disclose material information that may affect the pupil's education, safety, support or placement. Such information will be used to understand need and plan provision; disclosure of SEND, disability, medical need or previous support will not itself result in refusal.

With parental knowledge, the School may contact the pupil's current or previous school and relevant professionals to verify information and obtain a confidential reference or records. Information will be requested and processed only where it is relevant and lawful.

Visits taster days and assessment

Reception applicants will normally be invited to a meeting involving the parents or carers and the EYFS Lead. Applicants for Years 1 to 6 will normally attend at least one taster day with the appropriate year group. Applicants for Years 7 to 11 will normally attend at least one taster day and may take part in lessons or age-appropriate assessments. Additional visits may be agreed where more information is reasonably required.

The purpose of a visit, taster day or assessment is to understand the pupil's educational, pastoral and support needs and whether the School can offer an appropriate placement. Staff may consider literacy, numeracy, curriculum access, engagement, communication and response to the school environment. A taster day is not a test of personality, popularity or conformity.

Parents should tell the School if an applicant needs adjustments to access any meeting, visit or assessment. The School will make reasonable adjustments where required, such as adapting tasks, allowing additional time, providing a quieter setting, using familiar communication methods or considering evidence from other settings.

Admissions decisions

The Headteacher makes the final admissions decision, informed where appropriate by the EYFS Lead, SENDCo, relevant pastoral and academic staff, the Designated Safeguarding Lead and the Admissions Team.

The outcome will normally be one of the following:

- an offer of a place, which may include clearly stated conditions;
- placement on a waiting list where the year group is full;
- a request for further relevant information or an additional visit before a decision; or



- refusal of admission, with a clear explanation of the principal reason.

Admissions records will show the information considered, the basis of the decision, any reasonable adjustments considered and any conditions attached to an offer. Sensitive safeguarding information may need to be communicated in a way that protects the rights and safety of others.

Offers and acceptance

An offer will be made in writing and will state the proposed start date, any conditions, the acceptance deadline and the documents or payments required under the School's terms and conditions. A place is secured only when the required acceptance documentation has been completed by the person or persons entering into the parent contract, any required payment has been received, and all stated conditions have been met.

Where another person accepts responsibility for fees, that person must complete the documentation required by the School. The School will manage parental responsibility, separated-parent communications and access to information in accordance with the law and its relevant policies; it will not automatically require every person with parental responsibility to become a party to the parent contract.

Before the pupil starts, the School will seek appropriate records from the previous school and obtain the information needed for safe transition, including safeguarding, SEND, medical and curriculum information. Once the pupil is admitted, the School will complete the statutory admission register process under its separate registration procedures.

Applications involving SEND and EHC plans

Parents should provide full and current information about any identified or suspected special educational need, disability or EHC plan at the earliest opportunity. Early disclosure enables the School to understand the pupil's needs, consider reasonable adjustments and assess whether appropriate provision can be made.

The SENDCo will normally review relevant plans, reports and professional advice and may consult the parents, current school, local authority or relevant specialists. The School may request further information where it is reasonably necessary to understand the provision required.

Where a pupil has an EHC plan, the application and any consultation by a local authority will be handled in accordance with the Children and Families Act 2014, the SEND Code of Practice and the legal status of the School in relation to the particular placement. The School will give a clear and evidence-based response about whether it can meet the pupil's needs and deliver the required provision.

Where an offer is made, any agreed support, funding arrangements, transition measures or reasonable adjustments should be confirmed before admission wherever practicable.

Previous exclusions behaviour and safeguarding information

A previous suspension, permanent exclusion, behavioural concern, police involvement, substance-related incident or safeguarding history will not result in automatic refusal. The School will assess each application individually and proportionately.

The assessment may consider the nature, seriousness and recency of the matter; the pupil's age at the time; context and contributing needs; evidence of progress or support; current risk; the reliability of the information; reasonable adjustments; and the School's ability to educate and safeguard the pupil and wider community.

The Designated Safeguarding Lead and other appropriate senior leaders will contribute where necessary. Decisions will not be based on allegation, association or unverified information alone. The School may refuse admission where the evidence shows that it cannot reasonably manage a material risk or provide a safe and appropriate placement, and the basis of that decision will be recorded.

Waiting lists

Where a suitable year group is full, the School may offer to place the applicant on a waiting list. A place on the waiting list does not guarantee admission.

When a place becomes available, applications will be reconsidered against the admissions criteria. Subject to the School being able to meet the individual pupil's needs, priority will normally be given in the following order:

- children of current permanent members of staff;
- siblings of current pupils who are expected to remain at the School on the proposed admission date; and
- other applicants, ordered by the date on which the application became complete.

If two applications have equal priority, the date the complete application was received will be used and, if still equal, the Headteacher will apply a transparent and recorded tie-breaker. The School may depart from the normal order



only where there is a compelling safeguarding, welfare or educational reason; any departure must be recorded and approved by the Headteacher.

The Admissions Team will periodically ask families whether they wish to remain on the waiting list. An applicant may be removed if the family declines a place, does not respond within the stated period, asks to be removed or the relevant admissions cycle ends.

International applicants

International applications are considered under the same educational, equality and safeguarding principles as other applications. The School will also verify that the pupil has, or can obtain, the immigration permission and right to study required for the proposed placement.

The School is a licensed Student Sponsor. Sponsorship and the issue of a Confirmation of Acceptance for Studies are at the School's discretion and are subject to current Home Office requirements, the availability of sponsorship capacity and receipt of satisfactory documentation. An offer of a school place does not by itself guarantee sponsorship or the grant of immigration permission.

The School may assess English language proficiency to establish whether the pupil can access the curriculum and what support may be needed. The assessment will be individual and proportionate. Nationality, first language or the number of years previously educated in English will not, by themselves, determine admission.

Parents must provide accurate passport, visa, parental-consent, care and accommodation information and must notify the School promptly of relevant changes. Operational monitoring and reporting duties are managed through the School's current UKVI Student Sponsor procedures, which take precedence if immigration requirements change.

Withdrawal of an offer

The School may withdraw an offer before admission only where there is a fair and evidenced reason, including where:

- a clearly stated condition of the offer is not met by the deadline;
- the offer was obtained through materially false, misleading or withheld information;
- new verified information materially changes the School's assessment of whether it can provide a safe and appropriate placement, after reasonable adjustments have been considered;
- required immigration permission or right to study is not obtained; or
- the parent or carer does not accept the offer in accordance with the School's terms and conditions.

Before withdrawing an offer because of new or previously undisclosed information, the School will normally give the parents or carers an opportunity to respond. The Headteacher will record the evidence, the effect of the information, any reasonable adjustments considered and the reason for the final decision.

Once a pupil has been admitted, concerns about continued attendance at the School will be handled under the parent contract and the School's behaviour, exclusion, safeguarding and other relevant policies, rather than by withdrawing the original offer.

Review of an admissions decision and complaints

There is no statutory independent-school admissions appeal process. A parent or carer who believes that the School did not apply this policy fairly, considered inaccurate information, failed to consider a relevant reasonable adjustment or acted unlawfully may ask the Headteacher to review the decision. The request should normally be made in writing within 10 school days of the decision and should identify the specific concern and any relevant evidence.

Where the Headteacher made the original decision, or where a further complaint remains, the matter may be raised under the School's Complaints Procedure. A review concerns whether the process and decision were fair and lawful; it does not guarantee that a place will be offered. Nothing in this section limits a person's right to seek independent legal advice or use any external remedy available in law.

Information handling and records

Admissions information will be processed in accordance with UK data protection law, the School's Privacy Notice and Data Protection Policy. Information will be relevant, limited to what is reasonably required, kept secure and shared only with those who need it for a lawful purpose.

Records of applications, assessments, decisions, offers, waiting lists, reasonable adjustments and relevant communications will be retained in accordance with the School's retention schedule. Safeguarding records will be handled under the Safeguarding and Child Protection Policy. Information relating to unsuccessful applicants will not be retained for longer than necessary.



Related policies and legal framework

This policy should be read alongside the following school documents:

- Attendance Policy;
- Pupil Registration and Children Missing Education Procedures;
- Safeguarding and Child Protection Policy;
- SEND Policy and Accessibility Plan;
- Equality Diversity and Inclusion Policy;
- Behaviour Policy and Exclusion arrangements;
- Complaints Procedure;
- Data Protection Policy and Privacy Notice; and
- Parent Contract and Terms and Conditions.

The principal legal and regulatory framework includes the Equality Act 2010; Children and Families Act 2014; Special Educational Needs and Disability Code of Practice 0 to 25 years; Education Independent School Standards Regulations 2014; UK data protection legislation; current Keeping Children Safe in Education guidance; and, where applicable, current Home Office Student Sponsor guidance.

Monitoring and review

The Headteacher is responsible for the consistent implementation of this policy. The Board of Directors will review it annually and sooner where there is a relevant change in legislation, statutory guidance, regulatory expectations, school provision or admissions practice.

Admissions decisions and any departures from normal waiting-list priority will be recorded sufficiently to allow senior leaders and the Board to monitor fairness, consistency, equality and safeguarding. Personal information used for monitoring will be handled in accordance with data protection requirements.