



# **POLICY**

# **Admission**

SEPTEMBER 2025

Review 2028

**Assunnah Primary School**

565A High Road | London | N17 6SB

T: 0208 350 0592

E: [admin@assunnahschool.co.uk](mailto:admin@assunnahschool.co.uk)

W: [www.assunnahschool.co.uk](http://www.assunnahschool.co.uk)

**School Manager:** Mohamed Yusuf

**Head Teacher:** Hoden Yussuf

# 1. Policy Statement

Assunnah Primary School is an independent primary school committed to providing an inclusive, nurturing, and high-quality education. The school welcomes applications from families whose children will benefit from the school's ethos, curriculum, and organisation.

Admissions are managed fairly and transparently and in accordance with relevant UK legislation and statutory guidance, including the **Independent School Standards**, the **Equality Act 2010**, and the **SEND Code of Practice (2015)**.

## 2. Equality and Inclusion

The school does not discriminate on the grounds of disability, gender, race, religion or belief, or social background. The school is committed to inclusion and to making reasonable adjustments to ensure that pupils are not placed at a substantial disadvantage.

## 3. Admission Arrangements

Admission to the school is subject to the availability of places and the school's ability to meet the child's needs within its educational setting. Pupils are normally admitted to the year group appropriate to their chronological age. However, as the school operates mixed-age classes, flexibility in year group placement is necessary to ensure effective teaching, learning, and pastoral care.

## 4. Trial Period

The school operates a **two-week trial period for all pupils** prior to confirming full admission. The purpose of the trial period is to ensure that the placement is suitable and that the school can meet the pupil's educational, social, and well-being needs within the school setting.

Full admission is confirmed only once the trial period has been successfully completed. Where the trial period is unsuccessful and full admission is not confirmed, fees paid will be reimbursed in accordance with the school's **Fees Policy**.

## 5. Year Group Placement

In certain circumstances, a pupil may be placed in a year group below their chronological age if this is in the child's best interests. Decisions are made on an individual, evidence-based basis, considering academic attainment, social and emotional development, and the organisation of mixed-age classes.

Where a pupil is placed outside their chronological year group, **written parental consent** is obtained. Such placements are reviewed regularly and are not considered permanent.

## 6. Special Educational Needs and/or Disabilities (SEND)

The school is committed to identifying and supporting pupils with SEND. Decisions relating to admission and year group placement for pupils with SEND are made in line with the SEND Code of Practice (2015) and the Equality Act 2010.

As an independent school, the school makes admission and internal placement decisions autonomously and does not routinely consult the local authority. Where a pupil has an **Education, Health and Care Plan (EHCP)**, the school will liaise with the local authority, which retains statutory responsibility for the plan. T

**The existence of Special Educational Needs and/or Disabilities does not override the school's responsibility to make decisions based on professional judgement, statutory guidance, and what the school can reasonably provide within its policies and resources.**

## **.7. Decision-Making, Staffing, and Oversight**

Admission and placement decisions are made by the **Headteacher**. All staff involved in these decisions are suitably appointed and have undergone appropriate safeguarding checks, in accordance with the Independent School Standards.

## **8. Review and Monitoring**

All non-standard placements are clearly recorded, agreed in writing with parents/carers, and reviewed at least annually to ensure the pupil can continue to access the curriculum effectively.

## **9. Parental Cooperation and Professional Boundaries**

By accepting a place at the school, parents/carers agree to comply with all school policies and procedures and to engage with the school in a respectful and constructive manner.

The school values open communication with parents/carers; however, decisions relating to teaching methods, staffing, professional competence, qualifications, support strategies, and internal organisation are matters of **professional judgement**. Parental views are welcomed and considered; however, parents/carers do not have the right to direct or dictate the school's professional decisions.

## **10. Complaints**

Parents/carers may raise concerns in line with the school's Complaints Procedure.

## **11. Related Documents**

This policy should be read in conjunction with the SEND Policy, Equality Policy, Safeguarding Policy, Fees Policy, Complaints Procedure, and Home–School Agreement.