

Admissions policy

St Martin's School



Reviewed by:	Tamara Spencer
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Last reviewed:	March 2026
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Next review due:	March 2027
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Approved by:	Tim Shenton
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1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply

2. Entry Procedure

St Martin's School is an academically non-selective school. Our registration process is designed to identify pupils who are able to benefit from our balanced and well-rounded education and to make a positive contribution towards the life of the school. References and other relevant information from the candidate's previous school/setting may be requested as part of our admissions process to ensure we can meet each child's individual needs.

The usual point of entry is Pre-school/Reception. The school may also have occasional places available in other year groups. St Martin's School's registration form is available by request from the admissions team or the school office. Completion of the registration form accompanied by receipt of the deposit will secure a child's place in their intended year group. In the event that the year group is full, a waiting list will be created in order of receipt of the registration form & deposit. Parents will be informed if their child is placed on a waiting list.

3. Equal Treatment

St Martin's School's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. We are mindful of our obligations under the Equality Act 2010 during the admissions process. This enriches our community and is vital in preparing our pupils for today's world.

St Martin's School is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

4. Information Sharing

We require parents to inform the school at the outset of the application process about any needs which their child may have or any other significant matters which the school should reasonably be aware of because, for example, it would necessitate tailored provision and/or would materially impact on their child's attendance at school and/or ability to engage in day-to-day school life. The school may wish to discuss these matters with the parents and/or require some further information.

Parents must ensure that information provided is accurate, complete and not misleading and relevant details and information (or changes to them) are shared in a timely and transparent manner.

A failure to disclose relevant information and/or the provision of inaccurate, incomplete or misleading information may - in some cases - lead to the withdrawal of an offer or termination of the school's parent contract.

5. Special Educational Needs

St Martin's School does not unlawfully discriminate in any way regarding entry. The school welcomes pupils with disabilities and/or special educational needs, provided we can reasonably offer them any support that they require and cater for any additional needs and that our site can

accommodate them. We aim to ensure that all our pupils, including those with disabilities and/or special educational needs, are provided with a safe and inclusive environment in which to learn.

Our policy is to apply our admission criteria to all potential pupils. We require parents of children with special educational needs, disabilities or allergies (suspected and diagnosed) to discuss their child's needs with the school at the outset of the admissions process so that we can consider and make – to a reasonable extent – appropriate provision for them.

Parents are required to provide with the registration form, full details of all relevant information about their child, including any reports (including any educational psychologist reports, medical reports or assessments or other relevant expert third party reports), materials or information about their child's needs (educational, health or otherwise), and this may include any final or draft EHC needs assessments (or applications for a needs assessment) or final or draft EHC Plans (or applications for an EHC Plan). This is so that the school can assess their child's needs and consult with parents about any adjustments which can reasonably be made and so that the school can ensure, for example, that their child will be able to meaningfully access the education offered and that we are able to ensure their health and safety, and the health and safety of others. This information should be provided prior to the admissions assessment process.

Where parents of a prospective pupil feel their child requires adjustments (in respect of the admissions process and/or with regards to education at school and participation in school life in the event they are offered and take up a place at the school), parents should raise these with the school at the outset and the school may – depending on the circumstances - require some further information from parents or request further assessments in respect of the needs identified and will discuss with parents (and their child's medical advisers, if appropriate) the adjustments proposed and whether they can reasonably be made for the child if they were to become a pupil at the school.

There may be exceptional circumstances in which we are not able to offer a place for reasons relating to a child's special educational needs and/or disability. For example, if, despite reasonable adjustments (in the case of disability), we feel that a prospective pupil is not going to be able to meaningfully access the education offered, or that their health and safety or those of other pupils or staff may be put at risk, or where the school cannot reasonably accommodate the adjustments required or reasonably provide the nature or level of the support required.

Sometimes, the situation of pupils with disabilities and/or special educational needs changes between an offer of a place being made and the pupil starting at the school. The school requires parents to be proactive in updating the school as to any changes which mean that the information provided during the application process is out of date or incomplete. In the vast majority of cases, this will not affect a pupil's place at the school. However, the school may, in exceptional circumstances, need to reconsider the offer of a place if a pupil's circumstances change materially. It is in the pupil's interests that any such decision is made as early as possible to avoid any disruption to their education, so parents are urged to be forthcoming and transparent in their communications with the school about any material change to their child's circumstances.

In the event your child has an EHC needs assessment or EHCP (whether at the application stage, draft or final form) it is important that these (and the applicable supporting documentation, e.g. educational psychologist reports or other expert assessments) are shared promptly with the school and that the school is kept up to date with respect to any relevant decisions of the Local Authority or changes in provision.

6. The assessment process

Prospective pupils are invited to attend 'tours' and/or 'taster sessions' during which they are informally assessed. The aim of the process is to identify potential and to determine whether our provision can meet each child's needs. St Martin's School is looking for pupils with a passion for learning, with interests that stretch beyond the confines of the academic curriculum. The school has strong traditions in drama, art, community activities, music and sport.

No specific preparation for our assessment process is needed; all candidates start on an equal footing, with appropriate opportunities to display their academic aptitude and extra-curricular skills. Assessment for EYFS is based on observing informal play and interactions.

References may be sought from the Headteacher/Manager of a candidate's current school/setting as part of the assessment process.

7. Sibling Policy

St Martin's School has no sibling preference policy.

8. Overseas Applicants

We welcome overseas pupils, who can study at St Martin's School provided that they have the legal right to enter, live and study in the UK and they have a relative or 'responsible adult' living in the UK with whom they can stay.

9. Religious Beliefs

St Martin's School welcomes applications from prospective pupils of all faiths and of no faith.

10. Terms and Conditions – Parent Contract

The terms upon which the school educates each pupil are set out in the parent contract which is made available to parents as part of the admissions process.

11. Records and Review

Applicants' details will be held on file with due regard to data protection legislation. Please see the School's GDPR Policy for further information about how the school collects, uses and processes personal data.

The school will not hold the personal data of you or your child for longer than is necessary for a lawful purpose and in accordance with our GDPR Policy, this will generally be no more than 6 months following an unsuccessful application, but reasons to retain personal data for longer might include: if the parents express an interest in the candidate re-applying for any reason at a later date; or to deal with any ongoing matters or queries arising from the application.