



Admissions Policy

Reviewed by:	Henrietta Jordan, Schools Director
Date:	1 September 2025
Previously reviewed:	1 September 2024
Next review due by:	31 August 2026
Version control:	3
Approved by:	Tracey Storey, CEO

Purpose of this Policy

- To describe and clarify school policy regarding the admission of learners to the school.
- To describe the aims and procedures, which will maximise educational benefit on the admission of a learner.

Aims

- To ensure that every learner achieves their potential.
- To achieve as smooth a transition as possible into the school to maximise educational benefit for all learners.
- To ensure that placement at our schools is prioritised for those learners for whom mainstream school/provision does not enable the individual to grow and thrive to their potential.

Principles

- Learners with an EHC (educational health and care) plan as defined in the 2015 SEND Code of Practice, will be eligible for admission to the school.
- The school has an agreed number of places, and these cannot be exceeded.
- To admit learners within an age range agreed by the Department of Education
- To admit boys and girls.
- Any decision regarding the admission of a learner to the school will be considered on an equal opportunities' basis, regardless of gender, race, religion, or background.
- Learners will at the point of entry will normally have an EHCP, learners without an EHCP may be offered an assessment place in very exceptional circumstances.
- Learners without an EHCP naming the school will only be admitted in the following circumstances:
 - a) The learner is already the subject of a current EHC plan or statement naming another school that makes similar provision and requires a change of school due to a family move or change of social services arrangements.

All admissions will take place through close and joint working between the local authority and the school. The principal and Directors have the right to question a potential admission with the local authority on the following grounds:

- If the child is outside the age range catered for by the school.
- If the school is already at its planned admissions limit.
- If a group within any age range is full.
- If the child does not meet the designation of the school.
- If the learner's admission may be incompatible with the progress and welfare of learners already on the school roll (e.g., if there are medical needs over and above those catered for by the school).

Where there are limited places available at the school, the principal, and Directors will decide based upon the school's ability to meet individual need.

Admissions Process (Appendix 1)

- SEN panel consults with the school.
- Receipt of proposed statement or EHCP and paperwork.
- Parents/learners visit school – (sometimes parent/learners may visit more than once – agreed as necessary).
- Parents complete risk assessment with a member of the admissions team.
- Learner undertakes a minimum of one trial day. No offer of placement will be given without the learner attending a trial day.
- Consultation returned to the SEN case officer.
- A signed IPA must be returned from the local authority before a start date can be agreed.
- School informed and admission date agreed.
- School entry planning meeting – to plan admission and ensure relevant information shared.

- School entry pack issued to parents.
- Induction begins at the school – each learner's induction is personalised to needs.

Responsibilities/Guidance

- The local authority shall be responsible for the decision as to consult through the SEN panel.
- The principal shall be primarily responsible for implementing the admissions procedures and reporting to the Directors.
- The principal along with SLT and class teacher will be responsible for obtaining full relevant information concerning a potential admission as soon as he/she has been notified of the possibility. This will include participating fully in the school entry planning meeting processes.

The Parent shall:

- Endeavour to become as familiar as possible with the school.
- Attended the school for both the visit and trial day.
- Provide the school with all relevant information to assist a smooth transition.
- Agree with all the school policies and procedures.
- Agree for the school to contact the previous school.

Appendix 1

