

POLICY DOCUMENT ADMISSIONS

Aims and Objectives

To ensure that:

- arrangements enable parents'/carers' preferences to be met to the fullest extent possible
- criteria are clear, fair and objective
- parents/carers have easy access to helpful information
- the admissions arrangements comply with the law

Principles

Kilgarth is a non-denominational 55 place secondary phase special school catering for boys aged eleven to sixteen who have additional social, emotional and mental health needs.

The Local Authority (LA) co-ordinates and refers admissions for pupils with social emotional and mental health difficulties in accordance with the [DfE School Admissions Code 2021](#)ⁱ

Pupils are admitted following the issue of an Educational, Health and Care Plan that seeks to name specialist provision, or when the Local Authority seeks to amend the provision in a pupils existing EHCP. All admissions are carefully planned in an attempt to ensure a successful integration so as to maintain a well-ordered learning environment for all pupils.

[Paragraph 9.80 of the SEND Code of Practice 2015](#)ⁱⁱ states that the LA must consult the governing body, principal or proprietor of the school and consider their comments very carefully before deciding whether to name it on the child or young person's EHC plan. The code makes it clear that the final decision as to whether to name the school falls to the LA and if a school is named on a pupil's EHCP plan, it must admit the pupil in accordance with the [SEND Code of Practice 2015](#).

Admission Process:

The schools will not consider a pupil for admission until all the latest available information about them is received. This will include the pupils latest EHCP, annual

reviews if available, external reports from health, social care and education, behaviour logs, records of fixed term or permanent exclusions and strategies which have previously been applied and assessment/progress data. This will help:

- SLT make a fair and consistent judgements in terms of meeting the pupil's needs
- allow all factors to be carefully considered in the best interests of the pupil
- safeguard the well-being and health and safety of existing staff and pupils, as well as the new pupil if taken on roll
- the efficient education of existing pupils to continue
- the wellbeing and progress of the potential new pupil

The school will not consider school holidays to be part of the consultation statutory period of time. Consultation documentation should arrive in good time for both schools to maintain and work within statutory time frames. Therefore, the LA should ensure that documentation is not sent for consultation where the statutory 15-day period would be interrupted by a school holiday period.

All admissions correspondence must be sent to the admissions emails. This facilitates timely access to paperwork for all members of leadership, so that statutory timescales can be met. The email addresses are as follows:

- admissions@kilgarth.wirral.sch.uk

Factors which may affect either school's ability to meet needs:

- Pupils should be capable of functioning within a class group size which the individual school is able to staff appropriately for the majority of the school day. This may differ according to age of the pupils and the subject being taught. The individual schools will risk assess their own sites and make judgements accordingly.
- Each school must also consider the year groups of the pupils in the consultation process. It may be that they refuse as they do not have capacity in a certain year group, and it would be considered a health and safety risk to the safe and efficient running of the school to admit them.
- There is insufficient support available in the normal staffing ratio for pupils who need a significant amount of 1:1 support, or time outside of the classroom to cope with the day or have very complex needs. In addition, the ability of the school to meet all pupils needs, such as sensory or SALT needs must be carefully considered. The named the school has a legal responsibility to meet these needs, so they must ensure they can achieve this within existing resources; if not they will need to negotiate with the Local Authority for additional resources or funding to meet these needs if they feel they can meet the pupils needs with additional support. They must be clear about this in their responses to the Local Authority.

If the school gives robust reasoning for not being able to meet a pupil's needs, they may enter into a period of consultation with the local authority to see if they can provide the additional resources from the exceptional needs funding. However, in some cases the school will state that they cannot meet needs regardless of any form

of additional support offered. At this point the Local Authority may decide to direct the school. At this point the Headteacher will consult with the Governing Body and advise them of what next steps are available going forward.

If the governing body does not believe that the school can meet the needs of the pupil, the LA will need to give reasons with evidence and be prepared to consider whether adjustments are needed at the school to meet the needs of the pupil. Similarly, the rationale for refusal by the governing body will need to be robust.

Ideally, pupils should not have been out of school for extended periods of time. For pupils who have been out of school for long periods, or who would benefit from a phased admission, a phased integration plan will be developed in consultation with all relevant parties. Pupils are admitted on phased integration following consultations between the Local Authority, parents/carers and Headteachers.

Parents'/Carers' Right of Appeal against a refusal to admit their child

Parents/carers have the right of appeal to an independent appeal panel established by Wirral Council. However, parents/carers of children with an Education, Health and Care Plan have a right of appeal to the First-tier Tribunal (Special Educational Needs and Disability) administered by HM Courts and Tribunals Service).

Excluded Pupils

Where a pupil has been permanently excluded from two or more schools, the parents'/carers' right of appeal is suspended for two years after the second or any subsequent exclusion. However, the twice excluded rule does not apply to children who have been reinstated following a permanent exclusion (or would have been had it been practicable to do so), and children with Education, Health and Care Plans. ([Section 3: 3.8 of DfE Schools Admission Code Dec 2014](#))

ⁱ DfE School Admissions Code 2021



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ⁱⁱ SEND Code of Practice January 2015



SEND Code of
Practice January 2015