



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 arrangements comply with the law.

Principles

Gilbrook is a non-denominational primary special school catering for boys and girls aged 4 to 11 who have additional social, emotional and mental health needs.

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

The Local Authority co-ordinates and refers admissions for pupils with social emotional and mental health difficulties in accordance with the [DfE School Admissions Code 2014](#).ⁱ

Pupils are usually admitted following the issue of an Education and Health Care Plan although exceptionally, and in consultation with the Headteacher, arrangements may be made for a pupil to be admitted for the purpose of assessment. 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 says 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

Policy\Admissions Review every 3 years

Last reviewed: April 2021 (checked and in line with current guidance) Next review: April 2024

Approved by Policy Committee 28.04.21

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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](#).

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.

The school will not consider a pupil for admission until the latest available information about him is received. This will include behaviour logs, strategies which have previously been applied and assessment/progress data. This will help:

- safeguard the well-being health and safety of staff and pupils
- the efficient education of existing pupils
- the wellbeing and progress of the potential new pupil

Pupils should be capable of functioning within a small group for the majority of the school day. There is insufficient support available in the normal staffing ratio for pupils who need a significant amount of 1:1 support. .

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 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 2014



DfE School
Admissions Code 2014

ii SEND Code of Practice January 2015



SEND Code of
Practice January 2015