



# Admissions Policy

Policy Author: Sarah Edwards

Policy Adopted by the Governing Body  
31/03/2022

*S Morris*

Shelagh Morris

Vice-Chair of Governors



Springwater School is a space of sanctuary, which recognises and values the diversity of our school community as a rich source which supports the learning of all. We are an inclusive setting and promote tolerance, understanding and equality for all regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage, civil partnership and pregnancy or maternity.

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## Introduction

The purpose of this policy is to ensure that all school places are allocated and offered in an open and fair way.

## Policy detail

A pupil will be admitted to Springwater School:

- If he or she falls within the terms of the current approval for a place within the school. This is currently when a child has an Education, Health and Care plan (EHCP) identifying a learning difficulty, or a profound and multiple learning difficulty.
- When considering admission, the Head Teacher, or those with delegated responsibilities will meet the child, ask parents to visit the school if they have not already done so and will review their needs with due consideration of the provision required, including the curriculum offer and the accreditation pathway available (if relevant) ensuring that there is a progression route for each pupil.
- When the Authority (North Yorkshire LA), or a neighbouring one, parents and school and any relevant professionals who are involved in the assessment are all agreed that the child's needs are such that action should be taken immediately.
- As an emergency or provisional placement where, for example, a child arrives unexpectedly in North Yorkshire and exhibits significant learning difficulties of the kind which would normally warrant an EHCP.
- On a temporary basis when a child does not have an EHCP and is not the subject of assessment but, for example, has received serious injuries from which the child is likely to make a full recovery in the long term. A review of such an arrangement will be made within one school term.
- The power to admit a pupil is delegated to the Head Teacher. In certain situations she may wish to take the case to the governing body.



### Consultation with parents and schools before naming a school:

- Before specifying the name of a particular school in an Education Health and Care Plan, the Authority will consult with the parents of the child concerned and may also consult with the school on an informal basis.
- Where the parent has a preference, the Authority will name the school, unless:
  1. The school is unsuitable to the child's age, ability or aptitude or to his or her special educational needs; or
  2. The attendance of the child at the school would be incompatible with the provision of efficient education for the children with whom he or she would be educated.
- The Authority will give due consideration to the views expressed by those consulted but the final decision lies with Authority. Once a school has been named in an Education Health and Care Plan, that school has a statutory duty to admit the child;
- When considering admission the Head Teacher, or those with delegated responsibilities will meet the child, ask parents to visit the school if they have not already done so, will review their needs with due consideration of the provision required, including the curriculum offer and the accreditation pathway available (if relevant) ensuring that there is a progression route for each pupil.

### Legal processes:

Note. If a pupil is refused then the Authority could complain to the Secretary of State that the governing body have failed to meet its statutory duty. However, if the school governors felt that there were strong grounds for not admitting they could complain to the Secretary of State that the Authority had acted unreasonably.

- As part of its consideration the Authority will take into action the grounds listed above. In so doing it will be mindful of:
  1. the terms of the approval of the school concerned.
  2. the number in the particular year or teaching group and classroom arrangements in the school.

### The use of admission panels:

- If there is a high pressure on school places, or a high volume of admissions to be considered for a certain part of the year, such as for Sixth Form places to enrol in September, the school operates an admissions panel. Its purpose will be to enable the school, having been consulted by the Authority, to come to a decision as to whether or not the admission of a child is compatible with the provision of efficient education for the child with whom they would be educated or the efficient use of resources. The discussion at the panel will inform the response of the governing body to the Authority. The final decision lies with the Authority.



### Admission for other Local Authorities:

- If the governing body of a school or the Authority are consulted by another LA which is proposing to name Springwater School in a child's Education Health and Care Plan then the school and the Authority will discuss the proposal before replying.
- Oversubscription/allocating limited places between children/waiting lists:

The school does not operate a waiting list.

The school works closely with the local authority case managers and meets at least half termly for regular consultation meetings, the purpose of which is to inform the school of pupils who require places in the locality.

### Admission Arrangements:

Once a place has been agreed, the following operational arrangements will be made:

- SEN Transport will organise transport, if required and the pupil is eligible for it.
- School Office staff will receive to paperwork and to send out welcome pack with consent forms.
- A start date will be proposed.
- A pre-admission meeting will be held, or in the case of a large intake such as for Sixth Form – parent transition meetings will be held as an alternative.
- Parents, School and the multi-disciplinary team will liaise, to ensure appropriate plans are in place to ensure the Health & Safety of child. If a child's needs are such that specialist training (such as for diabetes care) or specialist equipment (such as a suction device) are required this can delay admission. Occasionally pupils require specifically trained and appointed staff. Recruitment to such a post can also delay admission.

In some circumstances it is mutually beneficial to have a phased transition into school. This will be considered at the pre-admissions meeting.

### Additional information to support the policy



School Admissions Code: Mandatory requirements and statutory guidance for admission authorities, governing bodies, local authorities, schools adjudicators and admission appeals panels; Department for Education; September 2021



### Policy definitions

Springwater, We, Us  
policy

- Refers to Springwater School staff; the  
author

Colleague(s)

- Refers to colleagues directly in the employ of  
Springwater School

Policy reviewer:

Headteacher then approval by the Governing Body of  
Springwater School

### Policy review schedule:

Review Schedule (years)	1
Next Review Date	March 2023

Operational Category A

Governor Approval