



ED0004 - Admissions Policy



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.
- Explain how to appeal against a decision not to offer your child a place.

Legislation and Statutory Requirements

This policy sets out the procedures for all admissions of children into an Esland school in accordance with the Independent School Standards Regulations 2014.

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

Definitions

Looked-after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Esland residential admission(s) are children who reside in one of our Esland residential children's homes.

Principles

Education provision at our schools is available to all children resident with the service or on a day student placement from a local authority.

We do not select students for education based on race, age, culture, disability, academic ability or gender. Admission is primarily based on the capacity of the school to meet identified needs of the child in the best possible way. Where it is felt that the school cannot meet the needs of individuals, help and advice will be provided on possible suitable alternatives.

The cost of education at our schools is borne by the fees paid by placing authorities and is part of the overall fee charged for accommodating students.

By law, before a student with an Education, Health & Care Plan is placed on our register, the placing education authority must request consent from the Secretary of State for Education for the young person to receive education from us. This should be sought from the DfE's SEN team who will request medical, psychological and educational evidence, together with a letter from Esland offering a place and confirming a start date. When the student will also be in Esland residential care home the Registered Manager must ensure that the placing authority is aware of this obligation and that a Statementing Officer from the home education authority has requested this consent.

It is illegal for an Esland School to place a young person on its school register without this consent.

Such consent is not required for student without an EHCP.

We reserve the right to sub-contract educational services to third parties for the provision of education should it be deemed necessary, or to provide education at alternative premises to the school building.

Scope

The policy applies to all student admissions between the ages of 8 and 18 years.

Referrals Process

We seek to establish as much information as possible at the point of referral prior to admission to determine whether the school is able to meet the child/young person's needs.

Documents required for education admission decision include:

- Current EHCP.
- IEP.
- PEP.
- Previous School Report.
- Esland Referral Form.
- Any relevant psychological, social or other specialist reports.

All planned referrals will be made to the Headteacher.

The Headteacher and/or admission panel will decide about the suitability of the placement. With any Esland Residential admission this will be discussed with the Registered Manager and senior Clinician in the case of residential admissions.

If it is decided at any point that the needs of the child cannot be met, the referrer will be informed and provided with relevant information for future reference.

Referral Process & Timescales

- Referral received by business development (BD).
- BD carry out initial screening based on primary needs.
- Referral sent to headteacher/panel to ascertain if need can be met.
- Expression of interest returned to placing authority along with business and placement plan and a request for any further information.
- A multi-agency meeting to be held with previous school, unit or mental health professionals.
- With approval from LA there is then a visit to the school.

- In some cases, taster sessions are deemed appropriate for some, and this will be accommodated on an individual's needs.
- With approval from the Local Authority, we will invite the child and their guardian to the school for an orientation visit and/or assessment visit.
- Once the LA agree to the placement, a transition plan is created and sent to all parties.
- The transition into the school begins following confirmation from Business Development that placement has been confirmed and its agreement e.g. with enhanced support, therapy etc.

Admissions and Transition Process

Once a decision is made to place a child, the Headteacher and for residential students, the Registered Manager or someone delegated to act on their behalf, will undertake the following as soon as practicable after the decision is reached to place the child/young person:

- Liaise with the Social Worker to clarify or confirm any information that may be required (e.g. which was not provided at point of referral) to assist in the drawing up of the child's [Placement Plan](#), Care Plan, Protection Plan (if in place) and Behaviour Management Plan.
- Ensure the student and parents (if appropriate) have the chance to visit the school and meet the staff team.
- Collate/receive relevant up to date information/records relating to the student - This should be done prior to admission.
- Residential [Care Plan \(where appropriate\)](#) - this must include the plans for contact between the student and their family and friends and this must be agreed by all parties before the admission can be agreed. This should include medical consent.
- Place Information Record.
- [Personal Education Plan](#) which can be obtained after the placement has occurred, but permission must be sought for the child/young person to attend Esland School.
- [Pathway Plan](#) (if relevant).
- [Health Care Plan](#) (See [Section 3, Healthcare](#));
- Any specialist reports that may be relevant to the student's placement.

Transition Process:

- During final taster session, or as close to this as possible, a meeting will be held to discuss all views.
- A review will take place to see if we can meet the needs of the student.
- The headteacher will confirm the outcome with Business Development.
- If a placement is offered, Business Development will liaise with the Local Authority.
- The Local authority panel will discuss, and an outcome given (this process can take six weeks)
- Once placement has been confirmed, the school will work closely with the case worker to establish the transition phase (see Appendix 1).
- The school will then liaise with parents/carers, social workers, previous schools and other professionals to ensure all information about the child is current and correct.
- Behaviour support plans and target tracking can then be created and shared with staff members.
- The transition plan is a guide and is increased at the rate the student is comfortable with.
- We endeavour to reach a target of full-time education within 4-6 weeks.
- During the transition time, the student will complete a range of assessments so that we can create a flight path for the student.
- At around 8-12 weeks, an Annual Review/Personalised Education Plan (children in care) or professional meeting will be held to discuss progress and development.

Admissions Register

The school keeps an Admissions Register which contains details of all the students at the school.

This includes:

- The student's name in full.
- The birth sex of the student.
- The name and address of every person known to be a parent/carer of the student (and an indication of which parent that student normally lives with, and which parents hold parental responsibility as defined by Section 3 Children Act 1989), including any additional/change of addresses and date of change.
- At least one telephone number of the main carer plus additional emergency contacts (although the additional numbers need not be kept on the admissions register).
- The day, month and year of birth.
- The day, month and year of admission or re-admission.
- The name and address of the last school attended, if any.
- The name of the destination school notified by a parent/carer, and the first date of attendance (where practicable to ascertain).

Policy Review

Date	Comments
09/07/2026	Review for compliance. No changes made.