

Category	School Administration		
Document Name	Admissions Policy		
Accountable Body	RADIUS Trust		
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Related Documents

Document	Reference
Admissions Procedure	SA.P1.01
Register of Pupils Admission	SA.P1.02

Reference Material

Guidance
Education (Pupil Registration) (England) Regulations 2006
Children and Families Act 2014

Policy Statement

RADIUS Trust schools are approved by the Secretary of State for Education as non-maintained residential special schools under the control of RADIUS Trust Limited which is a Charitable Company.

Admissions Criteria

Each school will admit pupils restricted to the prime category of admission approved by the Secretary of State for the individual school and registered with the Governments EDUBASE2 public database.

It is the responsibility of the Headteacher/Principal to consider and prioritise referrals with reference to the statutory requirements in the Children and Families Act 2014, Section 38, 39 and 42. These sections refer to the individual's EHC Plans and considers:

- The parents/carers right to name the school of their choice.
- The requirement for the Local Authority to consult the Headteacher/Principal to ensure the individuals particular needs can be met.
- The compatibility of the individual with the pupils/students currently on roll of the school.
- The compatibility of the efficient use of school resources (such as exceeding the number of pupils within age groups).
- The Local Authority's duty to secure special educational provision and health care provision in accordance with the EHC Plan.

Adhering to the above admission criteria is essential especially when there are an excess number of referrals for limited places available within the school.

Waiting List

In situations where there is an excess of referrals compared to the number of places available, referred admissions are offered the opportunity to be placed on a school waiting list. When places become available all referred admissions on the waiting are prioritised according to the criteria above. In cases where the numbers of referrals who meet the criteria exceed the places available, each school is required to implement a documented oversubscription process to be considered by an ad hoc Admissions Appeals



Committee.

Appeals

Where a Local Authority seeks a placement and where the Headteacher/Principal is not able to accept the referral both the Local Authority and the parents of the pupil will be given an opportunity to appeal to the School Admissions Committee.

Should a parent/carer be dissatisfied with the decision of a School's Admissions Committee in relation to offering a place to a child, an appeal may be made in writing to the Chair of RADIUS Trust stating the grounds for the appeal. A Trust Admissions Appeal Panel comprising of a Trustee (who is not a member of the school's Governing Body) and an independent panel member, will consider appeals. A written response of the Trust's decision will be provided within 20 days.

Funding

The Local Authority in which the individual resides funds the majority of placements. Privately funded pupils/students are considered on an individual basis; however, Local Authority placements are required to take priority over privately funded requests.

Admissions Procedures

The Trust expects each school to have an admissions procedure clearly stating the school's provision and the admissions process. The procedure is required to clearly identify the roles, responsibilities and expected timeframes and will include the:

- workflow upon receipt of enquiries from parents/carers and Local Authorities including a record of events and decisions;
- arrangements for the family to attend an informal visit to the school*;
- arrangements for assessment by the school and familiarisation by the families;
- school's responsibility to produce a summary of statement prior to the assessment;
- use of a standard template for the set of questions used in the initial contact and for the assessment (including the summary of statement);
- assessment process and approval from the Headteacher/Principal;
- communicating the outcome of the assessment with the Local Authority and parent/carer;
- content of the offer letter, if accepted;
- procedures upon receipt of the acceptance letter including entering a record in the Register of Pupils Admission and completion of a baseline exercise (attainment history to be received from the transition school and updated if available or created if not available).

*For Local Authority enquiries, each school is required to obtain permission to make initial contact with the family from the Local Authority.

Each school will implement a thorough assessment to confirm the content of the pupil's statement and check for signs of any other needs.

For offer letters, the Headteacher/Principal will confirm the banding based on evidence.

School procedures are also required to include the processes for situations where there is an excess of referrals for limited places (as described in the 'Policy Statement' above), the offering of placement on a waiting list and oversubscription processes.

Register of Pupils Admissions

The Trust requires each school to maintain an admissions register to comply with The Education (Pupil Registration) (England) Regulations 2006.

The admission register for each school shall contain an index in alphabetical order of all the pupils at the school and specific information relating to every pupil as stated in the regulations.

A pupil can be lawfully deleted from the admission register on the grounds prescribed in the regulation 8 of the Education (Pupil Registration) (England) Regulations 2006.

Each school will have processes in place to ensure that every amendment made to the admission register will include the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

Every entry in the admission register and attendance register will be preserved for a period of three years after the date on which the entry was made.

Communication

Each school is required to respond to all enquiries in a timely manner and to follow up with parents/carers or Local Authorities when awaiting responses/decisions.

Each school is required to record all communication with Local Authorities or parents/carers in the internal school system. The school will issue written confirmation (email or post) of all verbal conversations.

Any staff involved in communications with parents/carers and/or pupils/students should recognise the importance of promoting the school's provision and facilities.

Special Educational Needs Tribunals

On those occasions when parents/carers appeal to an SEN Tribunal over the issue of placement, each school will endeavour to assess the child at the request of parents/carers who can provide evidence of the formal appeal being in place. This will be done at no cost to the parents/carers or to the LA, and wherever possible will be done before the date of the Tribunal hearing in order to advise if a placement would be offered.

Collaboration

If it is determined that the school where the initial enquiry was received would not be suitable for the pupil/student each school will consider if another RADIUS Trust school setting may be more appropriate and will assist the parent/carer in organising an assessment at the alternative Trust school.

Lead Governor Role

The Trust expects School Governing Body oversight to be secured through the operation of a Lead Governor role which ensures validation that the management and administrative systems are operational and effective.