



Part of Brighter Futures Educational Trust

# ADMISSIONS POLICY

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Review Committee: Standards

Type of Policy: Statutory

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## Version Control

V1.1	November 2023	Stage 6 was added at the end.
V1.2	November 2024	Grammatical changes.
V1.3	January 2026	Sections 2, 3, 4, 6, 8 and 9 are new or completely changed. New layout due to rebranding



## Contents

1. Introduction
2. Definitions
3. Published Admission Number (PAN)
4. Admission Criteria
5. The Admission Process
6. Withdrawing an Offer of a Place
7. The Space Hub
8. Transport
9. Monitoring and Review Arrangements

## 1. Introduction

This policy is based on the following advice from the Department for Education (DfE): School Admissions Code 2021 and School Admission Appeals Code. As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

Larwood School (Part of Brighter Futures Educational Trust) welcomes all new children and their families.

Using the admissions policy we wish to ensure that:

- Parents/carer's are happy with the choice of placement and induction process
- The child's introduction to school is positive
- The school feels confident in its capacity to meet the child's needs

Larwood School is a primary school which caters for pupils with social, emotional and mental health related issues. All pupils have an Education, Health and Care (EHC) plan and they may have range of conditions including, but not exclusive to autism, ADHD, ODD, anxiety and/or other conditions. Pupils are referred to the school at various ages of their school life and therefore may not spend the whole of their primary school at Larwood School.

## 2. Definitions

Looked-after children, as defined in section 22 of the Children Act 1989, 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 (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

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.

A parent is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

### 3. Published Admission Number (PAN)

Larwood School currently has capacity for 163 pupils from Hertfordshire and Central Bedfordshire and neighbouring local authorities. This is made up of the provision across two sites, Stevenage with a capacity of 103 in the main school, 20 in Pathways Satellite Provision and the Beech Road Site of 40 pupils. Whilst there is no specific class size number, the limited space in many specialist teaching areas means that Larwood School has a limit of eight to ten pupils in many classes to avoid potential risks to safety and wellbeing.

### 4. Admission Criteria

Pupils will be considered for admission at Larwood if:

Upon receipt of a consultation the Headteacher will determine whether it would be suitable for the age, ability, aptitude or SEN of the child or young person, or if the attendance of the child or young person would be compatible with the efficient education of others, or an efficient use of resources. If the school is deemed appropriate and a place is available, then the Headteacher will assess the provision required to meet the child or young person's needs and the level of top-up funding to support this. The Headteacher may speak to professionals from other agencies including Health and Social Care who may make recommendations as to the child's suitability or compatibility. Should it be agreed that a place is appropriate an offer letter will be sent to the relevant local authority who will then decide whether they wish to accept the place at the level of funding requested.

Pupils will be considered for admission at Larwood if:

They have an Education Health Care Plan and there is a parental preference for a place at Larwood School or where the LA believes the School, in light of its specialism, is appropriate given the child's age, and special educational needs

They have been approved for an SEMH primary school placement via a provision panel meeting and there is evidence of the same

Documentation presented to Larwood School as part of the statutory consultation process has included a full range of reports including, but not exclusive to an EHCP in final or draft format, school based report(s), behaviour logs, Education Psychology reports, intervention reports where appropriate and any other supporting papers. Reports should be accurate

and provide full and comprehensive details of all relevant issues for the child and family concerned

A suitable place is available. This would not just be in terms of number of places, but also in relation to peer group and any factors that may be prevalent in relation to class dynamics

Following consideration of all the evidence, Larwood school can meet the social, emotional, mental health and behavioural needs for the pupil concerned

## 5. The Admission Process

The admission process will:

- Be clearly outlined to prospective parents/carers, which may include making opportunities for parents/carers to visit to help them make an informed decision both informally and formally
- Be handled as sensitively as possible taking into account both the needs of the pupil and their family
- Begin to establish the partnership with parents/carers and clarify expectations
- Facilitate the exchange of information and ideas between home and school through home visits and induction meetings
- Enable parents/carers to become confident partners in their child's education
- Be sensitive to the needs of other pupils in the class and the resources available
- Include close liaison with feeder schools, nurseries and playgroups where appropriate
- Include liaison with the external agencies involved with the pupil as appropriate (e.g. SALT, EP, Social Care, OT) and Outreach where involved

Our Admissions Activities

### Stage 1 - Open Day\*

Parents are invited to attend these meetings and meet key staff, as well as having a look around the school during the school day. Ideally, this is before a provision panel meeting and allocation of placement. The Headteacher oversees the Open Day and usually hosts the tour.

### Stage 2 - Consultation Paperwork

Paperwork is sent to Larwood consulting on the possible placement for a pupil. There is a 15-day period to respond to this. At this stage, it is essential that there is a range of documentation supporting the assessment of placement. It is not acceptable to simply send the Education Health Care Plan.

### Stage 3 - Initial Admission Meeting\*

Once placement is agreed, a meeting will take place involving the Deputy Headteacher and Family Support Worker.

### Stage 4 - Visit to Pupil's School\*

A member of staff from Larwood will try to see the pupil in situ. This may take place earlier, when possible during the consultation stage. However, many of our pupils may not be in school and this may not be possible at all.

### Stage 5 - Second Admission Meeting

A Family Support Worker will meet with family members (not child) and have a secondary meeting to discuss further details about the pupil/family history etc. This is when a start date and plan of entry is agreed.

### Stage 6

We have a staggered start for all our new students joining us throughout the Autumn term. The children will start on a Wednesday or Thursday, as this is close to our Friday afternoon reward sessions. This is deliberate to try and create a really positive start to life at Larwood. Children who are placed in Space Hub may start on an alternative day as their day to day does not follow the same structure as the main school.

## 6. Withdrawing an Offer of a Place

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

## 7. The Space Hub

Upon successful acceptance to Larwood School, pupils may be placed in the main body of the school or The Space Hub. The latter being a smaller unit for pupils that either have a diagnosis of Autism as part of their needs or it is strongly suspected that the pupil has such a condition, even without formal diagnosis. The composition of pupils of this area will vary

according to referrals, staffing and other issues. However, we will avoid creating large variances in age ranges within the Hub. Therefore, as an example, we would not place a Year 1 or 2 pupil with predominantly Year 6 pupils.

## 8. Transport

Parents/carers must apply for transport via their local authority website. They will then decide if the transport will be granted and inform parents of the provider.

## 9. Monitoring and Review Arrangements

This policy will be reviewed and approved by the trustees every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the published admission number), the board of trustees will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years. Consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before the arrangements are to apply.