Admissions policy

Must be approved by Governors please.

Approved by:	[Name]	**Date:** [Date]
Last reviewed on:	[Date]	
Next review due by:	2028 or before if changes to admissions procedures	

1. Aims

- Explain how to apply for a place at Crowdys Hill 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

2. Legislation and statutory requirements

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.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

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.

4. How to apply

All pupils must have an Education and Health care Plan.

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

Please note, pupils already attending our nursery will not transfer automatically into the primary school. A separate application must be made for a place in reception.

Pupils with an EHCP must have an annual review each year. If your child needs a specialist provision, you should talk to your child's current school, usually their SENCo. It is recommended that you ensure that you have requested a place at a specialist provision in the annual review, and that your education authority is alerted to this need. For Swindon residents this would be through the SENAT@swindon.gov.uk email.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

We do not recommend this for pupils at Crowdys Hill school, as the curriculum is focused on their EHCP needs, and they will have individual SEN support to ensure they can access all areas of the curriculum. As we are an all through school, your child would have to leave us in the year they reach 19 years of age.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 214 pupils for entry to reception to year 14.

Admission numbers into year groups will depend upon numbers in that year group or class, in the case of primary classes.

6.2 Selection

Places are allocated based on need. All pupils must have an EHCP. All pupils will have social and communication difficulties. All pupils will be working cognitively with moderate to severe learning difficulties. This usually presents as working considerably below their age related expectations; and/ or failing to reach their developmental milestones, for younger pupils. Pupils will have other complex needs where their needs cannot be met in a mainstream setting.

6.3 Oversubscription criteria

As a maintained school, Swindon special educational needs assessment team will have the final approval and allocation of places.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school, where they meet the selection criteria.

1. Priority will next be given to children on the basis of special educational need. The school defines this need as moderate learning difficulties with social and communication, or other complex needs. The school requires diagnostic reports as supporting evidence if you are making an application on the basis of social or medical need.

6.5 Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

6.6 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We will refuse admission to children whose primary need is SEMH, as stated on their EHCP.

6.7 Fair Access Protocol

We participate in Swindon's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible. The selection criteria, see section 6.2, will need to evident and used for this process.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

All applications for a change of placement must be sent to SENAT@swindon.gov.uk

Crowdys Hill school will not enter into discussions with schools or parents around placement decisions without a member of the SENAT team's involvement.

Parents will be notified of the outcome of your in-year application in writing within 15 school days.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

SENAT@swindon.gov.uk

9. Monitoring arrangements

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

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board 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.