



Admissions Arrangements Policy



Review Date:	September 2025
Next Review Date:	September 2026

Admission Arrangements

Context

The Coppice Academy is a generic secondary special school for children aged 11-16 for students who have special educational needs. The Coppice is located in Newcastle under Lyme and serves families from North Staffordshire, Stoke on Trent, Telford and Wrekin, Cheshire East and Shropshire. The Coppice Academy is a member of the Shaw Education Trust.

Children attending The Coppice will have an EHCP plan that identifies their special educational needs and any associated medical, learning or sensory needs. The Coppice Academy has specialised provision that meets the needs of children that cannot be met in mainstream schools. We are a specialist school who meet the needs for children with Sensory and Communication needs and work closely with the health authorities to provide a holistic environment for meeting the education, health and care needs of our children and young people.

Children placed at The Coppice will either have a statement of special educational needs or an Education Health and Care plan.

A full description of our provision is described in our Local Offer, available to read or download from our school website:

<https://coppiceacademy.org.uk/parents/admissions>

<https://www.staffordshireconnects.info/kb5/staffordshire/directory/localoffer.page?localofferchannel=0>

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Our Planned Places number is agreed annually with the local authority. This can vary slightly year on year depending on our capacity to meet the needs of our complex population, but currently sits at 90 places across the whole school.

We may have capacity to admit in a particular Key Stage, or within a particular Key Stage, where other Key Stage departments may be at full capacity. This can sometimes mean we have to decline a request for a place even though we may not have reached our overall capacity number.

We can consider requests for places from the Local Authority throughout the year, and are often planning the school roll a year ahead.

If you think The Coppice may be a school that could meet the specialised needs of your child, you can contact us for an initial informal discussion about your child's needs and your circumstances.

In the first instance you should speak to Mrs Mackenzie or to the Principal, Mrs Diane Ahearn.

The school contact number is: 01782 973500, or you can contact Mrs Mackenzie by email via the office: Office@coppice.shaw-education.org.uk

You will need to contact Staffordshire Local Authority to discuss all schools that may be able to meet the needs of your child. The Local Authority will make a recommendation of the nearest school that can meet the needs of your child.

The Local Authority can be contacted through: **SINGLE POINT OF ACCESS (SPA) on 0300 111 8007**

You can contact the School Admissions and Transport Service by:

1. Email: admissions@staffordshire.gov.uk
2. Telephone: 0300 111 8007
3. Or by post:
School Admissions and Transport Service, Staffordshire County Council
1 Staffordshire Place, Stafford, ST16 2DH

For advice and guidance from other parents of children and young people with a disability or learning need, you may wish to contact the Staffordshire Parent Action Network (SPAN). See their website at: <http://www.span-info.co.uk/>