



ADMISSIONS POLICY

Please note that the School is not the admissions authority. No Special Schools in Nottinghamshire are allowed to admit children: the Local Authority are the admissions authority in all cases.

Students will be admitted:

- (a) Up to the number approved in the school's recognised accommodation, which is 112.
- (b) When they have an Educational Health Care Plan (EHCP) maintained under Section 168 of the Education Act 1996.
- (c) As an emergency placement, for the purpose of assessment when students do not have EHCPs - such admissions will be made only when the LA, school, parents and any relevant professional who would be involved in the assessment are agreed that an emergency placement is the best way forward.
- (d) As emergency or provisional placements where, for example a child arrives unexpectedly in the LA area of the school and exhibits significant learning difficulties of the kind which would normally warrant a statement. (Such admissions will only be made following consultation between parents, governors and the LA).
- (e) On a temporary basis when they do not have an EHCP and are not the subject of an assessment, e.g. a child who has received serious injuries but is likely to recover in the long term. (Where a statutory assessment is not commenced, admissions will be reviewed within one school term. Such admissions will only be made following consultation between parents, LA and governors, and where necessary the Principal Educational Psychologist and the child's Paediatrician).
- (f) Then, following consultation between parents and the LA, Foxwood is deemed the most suitable placement for the child and is written on the EHCP. If this is an authority other than Nottinghamshire the Local Education Authority concerned contacts Nottingham Local Authority who then contacts the school.
- (g) Nottinghamshire Local Authority then writes to the school asking if the school can meet the child's needs and if a place can be offered.

Whilst the procedure is being followed (a-g) above the school will:

- (iii) show parents around the school if requested by the parents/guardians themselves, the child's Educational Psychologist or Local Education Authorities.
- (ii) during this period the school staff will read the EHCP if applicable, to assess whether Foxwood can meet the child's needs as set down in the Statement. The Statement and/or information relating to the child will be assessed in a number of ways whether:-
 - (iii) the existing curriculum at Foxwood is suited to meeting the child's needs or can it be adapted within the limits of the school.
 - (iv) the staff are appropriately trained to meet the child's needs the physical environment within school is suitable to enable the child to access the curriculum or can it be adapted within the limits of the school.
 - (iii) the resources within school are appropriate to meet the child's needs, or can be
 - (iv) adapted or increased within the limits of the school.
 - i. the support levels (adult to child/children ratio) are sufficient to meet the child's needs
 - (v) to observe the child in school with the appropriate peer group.
 - (vi) to observe the child in their existing school if this is felt appropriate and in consultation with staff
 - (iii) when it has been established that the child will join an appropriate peer group in school and within that group, they will be able to reach their full potential, (and that the existing children within the group will continue to have their needs met and this will not be compromised), the child will be admitted.

Revised November 2024

Reviewed and re-approved 05.01.2026

Next Review Due January 2027