

**Harlow Fields School & College**  
**Register of Pupils' Admission to**  
**School**  
**(Admissions**  
**Arrangements)**



---

**ADOPTED: JANUARY 2024**

**COMMITTEE: C&P**

**DATE FOR REVIEW: JANUARY 2026**

**AUTHOR: Ms Kathleen Faherty**

**POLICY NUMBER: HFP-37**

---

This policy was updated, to take effect from:	January 2024
School staff were consulted on this document and it was accepted by the personnel committee on:	N/A
It was ratified by the C&PR on:	17th Jan. 2024
Signed by the Chair of C&PR:	<i>Dea Coyle</i>



ADOPTED:	JANUARY 2024
COMMITTEE:	C&P
DATE FOR REVIEW:	JANUARY 2026
AUTHOR:	Ms Kathleen Faherty
POLICY NUMBER:	HFP-37

## Introduction

Harlow Fields School and College is an all age special school catering for pupils with severe and complex learning difficulties. The school also admits pupils with moderate learning difficulties in Upper School and 6<sup>th</sup> form. This admissions policy has been drawn up in order to ensure that children with these complex needs are admitted in a systematic, efficient manner.

## Principles

- The Local Authority is the responsible for admissions to the school
- The school would expect that pupils referred to them for admission would have a severe or complex learning difficulty or in the case of post 11 transfers, those pupils may possibly have a moderate learning difficulty
- In addition to this learning difficulty the child may also have other problems including:
  - Sensory impairment
  - Physical difficulties
  - Behavioural difficulties
  - Autism
  - Medical needs
  - Communication difficulties

Normally admissions to the school are via Education, Health, Care Plans (EHCP).

## Assessment Placements

It is not always possible when pupils are very young to determine their level of need. Where necessary the Local Authority via the Statutory Assessment Service (SAS) may request the school admit a pupil on an assessment placement in order for the child's needs to be determined. This may also occur when it is unclear which school may best meet a child's needs. School staff will produce a report within the time frame indicated by SAS. This report will outline the outcome of the assessments undertaken as well as the school's view on the suitability of its provision.

## Procedures

Children can be referred to the school from a variety of places but can only be admitted to the school following a decision made by the Statutory Assessment Service.

Children may be referred to the school through

- The Local Authority
- Local pre-school provision
- Children's Development Centre (CDC)
- Other schools
- Educational Psychologists
- Parents

The school is currently funded for 165 pupils although this is calculated as an average over a financial year. Where the school is requested to take a pupil but is full in the most appropriate class, the head teacher will enter into a discussion with SAS about the admission arrangements in the particular case.

## **Admissions**

### **Parental Inquiries**

Harlow Fields School & College will often be contacted by parents before formal consultation from SAS has begun. All parents are welcome to visit (with or without their child) to meet staff and view our provision. They will be given a copy of the school prospectus and be informed that communication will be made with SAS and inform them of the visit.

At this stage, no formal offer can be made by the school. It is for the Local Authority to discuss the child's needs and formally consult with the School. If the school feels they are able to meet the child's needs the Head Teacher will inform SAS via the agreed process.

### **School Inquiries**

If there are concerns relating to an individual child, the existing school will be expected to consult the Educational Psychologist attached to the school as well as discussing their concerns with the child's parents. It may be that staff from Harlow Fields visit the existing school to meet the child. Parents will be encouraged to visit Harlow Fields to see provision for themselves in order to make an informed decision. The school may use its Annual review process to discuss the child but Harlow Fields staff will not attend as this may indicate a preference for one school above other provision.

The SAS will make the final decision relating to the placement of the child and once the school has been named in the final amended statement/EHCP, then the Head Teacher will meet with parents to

- discuss admission process including start date and phased start (if applicable)
- discuss transition days if pupil already attending school, visits to existing setting if pre-school Nursery
- organise Team Around the Child (TAC) meeting or partnership meeting to hand over information if necessary
- introduce School Nurse and arrange follow up meeting or home visit (if applicable)
- discuss uniform/transport etc.
- handover forms to be completed by parents

Harlow Fields School will also liaise with other agencies such as Social Care where appropriate.

### **Conclusion**

This policy aims to outline the criteria used for admission to Harlow Fields School and College. Although the Local Authority is the admitting authority, the school is best placed to contribute to the decision making process regarding admissions.

---