Admissions Arrangements Policy

Date agreed: 19th October 2026
Chair of Committee: Peter Cade
Next review date: 19th October 2029 (or as and when required)

Aims

Ivy House School is committed to ensuring that arrangements for admission are clear, transparent and centred on the individual needs of each child or young person.

This policy aims to:

- explain the arrangements for admission to Ivy House School as a special academy;
- explain how parents/carers and young people can express a preference for Ivy House School through the Education, Health and Care Plan (EHCP) process;
- explain the school's role when consulted by a local authority regarding a potential placement;
- explain how the school considers whether it can meet a child or young person's identified special educational needs; and
- explain what happens once Ivy House School is named as the educational placement in an EHCP.

Legislation and statutory framework

Ivy House School is a special academy within Shaw Education Trust.
This policy should be read alongside the Shaw Education Trust Admissions Statement. The Trust's Admissions Statement confirms that special schools comply with the SEND Code of Practice.

Admissions to Ivy House School are principally governed by the statutory framework relating to children and young people with special educational needs and disabilities (SEND), including:

- the Children and Families Act 2014;
- the Special Educational Needs and Disability Regulations 2014;
- the Special Educational Needs and Disability Code of Practice: 0 to 25 years;
- the Equality Act 2010;
- the Academy Trust's funding agreement and relevant funding arrangements; and
- relevant local authority SEND commissioning and placement arrangements.

The School Admissions Code and School Admission Appeals Code do not apply to special academies. Current DfE guidance confirms this position. GOV.UK

Consequently, mainstream admissions arrangements such as Published Admission Numbers (PANs), oversubscription criteria, waiting lists and mainstream admission appeals do not form the basis of admission to Ivy House School.

School designation and provision

Ivy House School is a special school for children and young people aged 2 to 19.
The school provides specialist education for students with needs including:

- Severe Learning Difficulties;
- Autism;
- Physical Disabilities;

- Profound and Multiple Learning Difficulties (PMLD); and
- complex learning difficulties and associated needs, which may include medical conditions and physical disabilities.

This list is not exhaustive. Each consultation is considered individually against the child or young person's identified needs and the provision available at Ivy House School.

Ivy House School is currently commissioned for 136 places. This is a commissioned place number and should not be confused with a Published Admission Number (PAN) used within mainstream school admissions.

The number of commissioned places does not, in itself, determine whether the school can be named in an individual child's or young person's EHCP.

Principles

Ivy House School welcomes prospective children, young adults and their families and aims to support parents/carers and young people to make informed decisions about whether the school may be an appropriate setting.

Parents/carers and young people are encouraged to visit the school at a time that is suitable with the school and families. Visits provide an opportunity to learn about the school's provision and discuss individual needs. A visit is not a condition of admission and does not constitute an offer of a place.

Visits are arranged by appointment and may not always be possible at particularly busy times of the school day or year. Due to the large number of visit requests, at times, Ivy House may offer 'open day' or 'open evening' events where multiple families can attend.

Information about the school is available on the school website or from the school office.
Telephone: 01332 777920
Email: Admin@ivy.set.org

Requesting Ivy House School as a placement

Admission to Ivy House School takes place through the statutory EHCP process. Parents/carers, or the young person where applicable, who wish Ivy House School to be considered as a placement should discuss their preference with the local authority responsible for maintaining, or preparing, the child's or young person's EHCP.

For Derby City residents, this will normally be through Derby City Council's SEND service and the family's named SEND officer.

Ivy House School may also receive consultations from other local authorities. Where a child or young person lives outside Derby City, the local authority responsible for the EHCP will undertake the relevant statutory consultation and placement process.

Placement at Ivy House School does not take place through Derby City's mainstream school admissions process.

Local authority consultation

Before naming a relevant school in an EHCP, the responsible local authority will undertake the statutory consultation process.

When Ivy House School receives a consultation, relevant information will be considered to establish whether the school can meet the child or young person's identified special educational needs and provide the provision specified within their EHCP.

The Headteacher has delegated authority for overseeing the school's consideration of consultation requests and responses. The Headteacher may delegate the detailed consideration of a consultation to the most appropriate member of the Senior Leadership Team or other suitably qualified staff.

This may include:

- reviewing the child or young person's EHCP and supporting documentation;
- considering the provision required to meet the identified needs;
- obtaining further information where appropriate;
- liaising with the current setting and relevant professionals;
- visiting or observing the child or young person where appropriate and agreed; and
- considering the school's current provision, environment, staffing and capacity in relation to the individual placement.

The school's role during consultation is to provide the local authority with a clear and evidence-based professional response. The school does not make the final statutory decision about which setting is named in the EHCP.

Consideration of suitability and capacity

Each consultation will be considered individually.

Where the school considers that it may not be an appropriate placement, its consultation response will clearly explain the reasons and provide relevant evidence.

In accordance with the statutory EHCP framework, consideration may include whether:

- the school is suitable for the child or young person's age, ability, aptitude and special educational needs;
- the placement would be compatible with the efficient education of other children or young people with whom they would be educated; and
- the placement would be compatible with the efficient use of resources.

Where Ivy House School considers that it could ordinarily meet a child or young person's needs but there are significant capacity constraints, these will be explained to the local authority as part of the consultation response, including any implications for the provision available, efficient education of other pupils and/or efficient use of resources.

Reaching the school's commissioned place number does not, by itself, determine the outcome of an individual statutory consultation.

The responsible local authority will consider the school's response alongside the statutory requirements when determining which setting should be named in the EHCP.

Confirmation of placement

The responsible local authority makes the final statutory decision about the educational setting to be named in Section I of an EHCP. Where Ivy House School is named in a final EHCP and the statutory duty to admit applies, the school will admit the child or young person. The local authority will communicate its decision to the parent/carer or young person in accordance with the statutory EHCP process.

Admissions during the academic year

As admissions to Ivy House School take place through the EHCP process, consultations and placements may occur at any point during the academic year.

There is therefore no separate mainstream "in-year admissions" process or waiting list operated by the school.

Where circumstances change following an earlier consultation, for example, where capacity or the provision available at the school changes, the local authority may consult the school again as appropriate.

Transition arrangements

Once Ivy House School has been confirmed as the placement, the school will work with the child or young person, their parents/carers, current educational setting, local authority and other relevant professionals to plan an appropriate transition.

Transition arrangements will be personalised according to individual need and may include:

- communication with the current setting;
- exchange of relevant educational, SEND, safeguarding and medical information;
- visits to Ivy House School;
- visits or observations by Ivy House staff where appropriate;
- meetings with parents/carers and relevant professionals; and
- an individualised transition programme where this would support the pupil.

Following admission, the student will be entered onto the school's admission register in accordance with statutory requirements and Trust procedures.

Disagreement about placement and appeal rights

Where a parent/carer or young person disagrees with a local authority decision concerning the educational setting named, or not named, in an EHCP, they may have a right of appeal to the First-tier Tribunal (Special Educational Needs and Disability).

This is part of the statutory SEND/EHCP appeal process and is different from a mainstream school admission appeal under the School Admission Appeals Code.

Parents/carers and young people should refer to the information provided by their local authority regarding disagreement resolution, mediation and rights of appeal.

Where a Tribunal decision results in a school being named in an EHCP, the relevant statutory duty to admit applies. DfE guidance confirms that the duty begins when the local authority issues the EHCP naming the school following the Tribunal order.

Transport

Home-to-school travel assistance is determined and arranged by the relevant local authority and not by Ivy House School.

Parents/carers should apply directly to their home local authority for travel assistance and should refer to that authority's current eligibility criteria.

For students resident in Derby City, applications for home-to-school travel assistance should be made through Derby City Council.

The Derby City Transport Team can currently be contacted at:
Email: school.transport@derby.gov.uk
Telephone: 01332 642726

For pupils living in other local authority areas, including Derbyshire and Staffordshire, parents/carers should contact the relevant local authority or their SEND officer regarding transport arrangements.

Eligibility for transport is determined separately from the decision to name Ivy House School in an EHCP.

Equality and accessibility
Ivy House School is committed to equality of opportunity and to meeting its duties under the Equality Act 2010.

The school will not unlawfully discriminate against a child or young person on the basis of a protected characteristic when carrying out its responsibilities under the admissions and EHCP consultation process.

This policy should be read alongside the school's:

- SEN Information Report;
- Accessibility Plan; and
- Equality Information and Objectives.

The Shaw Education Trust Admissions Statement has also been equality impact assessed and identifies the Trust's responsibilities under the Equality Act 2010.

Roles and responsibilities

Shaw Education Trust has overall responsibility for ensuring that its academies comply with their legal obligations relating to admissions. The Trust Admissions Statement places overall accountability with the Chief Executive and assigns responsibilities for policy maintenance, quality assurance and adherence to local authority procedures.

The Headteacher is responsible for ensuring that appropriate statutory and local authority SEND consultation and placement procedures are followed at Ivy House School and that consultation responses are appropriately considered and evidenced.

The Headteacher may delegate elements of this responsibility to appropriately qualified members of the Senior Leadership Team or other staff.

The Academy Council will monitor the implementation of this policy and the school's adherence to the relevant statutory framework and Trust requirements.

Monitoring and review

This policy will be formally reviewed by the Academy Council at least every three years, or sooner where required as a result of:

- changes to legislation or statutory guidance;
- changes to Shaw Education Trust policy or requirements;
- changes to the school's designation;
- changes to commissioning or funding arrangements;
- changes to relevant local authority SEND placement procedures; or
- other significant changes affecting the school's admissions arrangements.

The Headteacher will monitor the implementation and effectiveness of the policy and will bring any necessary amendments to the attention of the Academy Council.
The Trust's Admissions Statement itself specifies a three-year review period on its document-control page, although its monitoring section also provides for review as DfE updates are issued.