



# Admissions Arrangements Policy

Date reviewed: September 2024

Date to be reviewed: September 2025 (or as and when required)

## 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](#)
- As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

## Principles and procedure

- The Academy Council has delegated the consideration of information and the response for a request for a placement to **the Headteacher**. In consultation with the Academy Council, they will delegate this to the most relevant member of the school's Senior Leadership Team. This will include the named staff member liaising, visiting and assessing pupils in-line with need and LA admissions criteria.
- Ivy House School welcome all new pupils and their families and encourage visits to the school to ensure parents/carers are fully involved and aware of what Ivy House has to offer. This will support them to make informed decisions on where to send their child. The school may not be able to offer school visits during busy times, which are usually at the beginning and end of the school day.
- Parents/carers can look on our website for information, request information from the school office (email [admin@ivy.set.org](mailto:admin@ivy.set.org)) or phone and make an appointment to look around (telephone 01332 777920).

## Allocation of places

- Ivy House School is commissioned for 99 places for children with Education Health and Care Plans (EHCP) Derby City Council's SEND Team work in conjunction with the school to finalise places. As such, there is no scaling criteria for admissions as we admit children from across Derby City/the local area.
- Students are placed in mixed year groups dependent on need, therefore total number of students in year groups changes each year.
- Ivy House School aims to meet the need of the following pupils:
  - Severe Learning Difficulty (SLD)
  - Profound and Multiple Learning Difficulty (PMLD)
  - Complex Learning Difficulty (other attributing factors i.e. medical condition, physical disability etc.)

*N.B. This list is not exhaustive and every child is assessed on an individual basis by the school to ascertain if we are the most appropriate provision to meet the child's needs.*

## **Application Procedure**

- Children must have, or be going through the process to obtain, an Education Health and Care Plan (EHCP) to apply and attend Ivy House School.
- Parents/Carers should visit Ivy House School to make an informed choice about whether they feel the school meets their child's needs.
- Parents are to request a place at Ivy House School via their named Review Officer at the SEND Team, Derby City.
- If a child lives out of the Derby City Local Authority (LA), the LA where the child resides will need to contact Derby City SEND Team to request a placement is considered.
- The LA will send consultation paperwork to a number of schools to gather views of the most suitable placement and to identify if the school can meet the child's needs and whether there are mitigating factors for admission (see below).
- On receipt of the consultation, the Academy Council of the school have 15 calendar days to respond.
- If no places are currently available, we can state that your child may be suitable for Ivy House School, but that we are currently full. When a place becomes available, we will reassess accordingly.
- The Derby SEND Team will write to parents to inform them if a place has been allocated and if not, what other options are available to them.
- If it is determined that Ivy House School is unable to meet the child's needs, then the school will notify the SEND Team of this with one of the following reasons:

*1) 'The school is unsuitable to the child's age, ability, aptitude or special educational needs.*

*2) The placement would be incompatible with the efficient education of the other children with whom the child would be educated, or with the efficient use of resources.'*

- If the Local Authority concludes that it cannot agree to the parents/carers preferred school, the parents/carers have the right of appeal to the First Tier Tribunal; Special Educational Needs and Disability Panel.
- Once a place has been offered for your child, the school will contact their current setting to arrange transitional visits and exchange information.

## **In-year admissions**

- Parents/carers can apply for a place for their child at any time outside the 'normal' admissions round, e.g. the end of a Key Stage. All admissions will go through the Derby City SEND Team and will be considered in in the appropriate time frame.

## **Appeals**

- If your child's application for a place at the Ivy House 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 Derby City SEND Team. Their contact information will be provided in the decision letter.

## **Transport**

- If your child is eligible for Local Authority transport, this is arranged and finalised directly by the Local Authority and not the school.
- Derby City Council transport applications are completed online, via the following link [Home to School Travel Assistance](#) (MyAccount registration required). The Derby City Transport Team can be contacted via [school.transport@derby.gov.uk](mailto:school.transport@derby.gov.uk) or 01332 642726.
- Staffordshire and Derbyshire transport requests are completed directly via the SEND Officer.