



Admissions Arrangements Policy

Date agreed: 29th September 2025

Chair of Committee: Peter Cade

Next review date: 29th September 2026 (or as and when required)

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) or phone and make an appointment to look around (telephone 01332 777920).
- 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.
- 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/Carers are to request a place at Ivy House School via their named Review Officer at the SEND Team, Derby City.
- The Council 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.

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 or 01332 642726.
- Staffordshire and Derbyshire transport requests are completed directly via the SEND Officer.