



Admissions Policy

ESNE03

Document Author	Lorna Mclean
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Authorised by:	Zak McIlhargey
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King Edwin School

Admissions Policy and Procedure

Introduction (updated with statutory SEND Code of Practice 2015, updated 2023)

King Edwin School is an Independent Special School catering for pupils with social, emotional, educational and mental health. The admission policy has been drawn up to ensure that children with these needs are admitted to the school in a systematic, efficient manner.

Principles (updated in line with Children and Families Act 2014, SEND Code of Practice, Equality Act 2010)

The admissions authority for the school is Spark of Genius North East.

Referrals for the school are from Local Authorities that have chosen the school to educate pupils that cannot be maintained within their mainstream provision.

All pupils will have an Education, Health and Care Plan (EHCP). In line with Section 39 of the Children and Families Act 2014, if a Local Authority consults the school about naming it in an EHCP the school must respond to consultations within 15 calendar days.

Sometimes assessment places are offered. A LA may request the school admit a pupil on an assessment placement for the child's needs to be determined. If this is the case the school will produce a report prior to the EHCP at the end of the first term in which the child attends the school but within the timescales identified as part of the EHCP process. This report will outline the outcome of the assessments undertaken as well as the school's view on the suitability of its provision.

Children and young people can be referred to the school from a variety of places but can only be admitted to the school following a decision made by Spark of Genius Northeast which studies all the documentation relating to a child prior to determining the type of provision required.

Once a referral has been received and deemed appropriate, professionals, parents/carers and the pupil will be invited to visit the school. The visit will ensure that all are happy that the provision and the school meets the child's needs.

As part of the referral and admission process a home visit may be made by school staff. This visit will offer parents/carers the opportunity to share more information on the pupil with school staff. Our chosen method of supporting positive behaviour, Team Teach will be explained to parents and their approval to implement all aspects of the intervention will be sought. Discussion and information will be sought on any prescribed medication. Parents/carers will receive information on the school at this visit. If there is no home visit

undertaken, parent/carer will complete the school Induction paperwork during the child's first transition visit.

Prior to admission there may be a need to organise a multi-agency meeting to discuss the pupils' needs. Professionals from all agencies involved with the child and the family will be invited to attend to discuss and share all pertinent information on the child. If the pupil is still attending another provision a member of school staff may attend to observe the child in situ. This visit would be conducted in agreement with the Placing Authority.

A placement within the school is only allocated on confirmation by the Placing Authority that it is a suitable provision to meet the pupils' needs and that they agree to fees for the school year. Transport to and from school will be agreed by the Placing Authority and the information given to the school and the parent/carer.

A pupil admitted to King Edwin School may undergo an initial ten-week assessment of their learning needs if required. If deemed necessary a meeting, known as an 'Interim Review' will be convened at the end of this period and a report will be presented by a nominated school staff. If the student has settled into school with no complications and no other underlying support needs have arisen this meeting will not be necessary. Following admission, if any information which was not transparent in the consultation process is shared and would have altered the placement decision, we have the right to call an interim review and potentially withdraw placement offer.

This policy aims to outline the criteria and procedure used for admission to King Edwin School. We recognise the necessity for smooth transitions for all children and young people, thus ensuring that a placement begins in a positive, well-informed manner.