



**Shaw  
Education  
Trust**

# **Admissions Policy 25/26**

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Approved By: SET

Queries to: Portland School

Review Period: 1 years or as appropriate

Date of last review: 1<sup>st</sup> September 2025

Portland School is part of the Shaw Education Trust (SET). We provide specialist education for primary and secondary aged pupils whose primary area of need is Social, Emotional and Mental Health (SEMH) as identified within an Education, Health and Care Plan (EHCP).

Placements at Portland School are determined by the relevant Local Authority (LA) in accordance with the Children and Families Act 2014 and the SEND Code of Practice (2015).

We work closely with families, professionals and Local Authorities to ensure that every child admitted can have their needs met safely, effectively and inclusively.

This policy outlines:

- The criteria for admission
- How the school considers placement consultations
- The responsibilities of the Local Authority and the school
- The decision-making process for offering a place

This policy applies to admissions for all year groups across the 2025–2026 academic year.

## **Portland School Admissions Criteria**

All pupils admitted to Portland School will:

- Have an Education, Health and Care Plan (EHCP)
- Have SEMH identified as their primary need

Pupils may also present with additional needs, which can include:

- Attachment difficulties
- Autism Spectrum Condition
- Attention Deficit Hyperactivity Disorder
- Moderate learning needs
- Physical disabilities
- Sensory impairments (VI, HI, MSI)

These secondary needs must not prevent the school from meeting the child's primary SEMH needs effectively and safely.

We currently admit pupils predominantly from:

- Stoke-on-Trent Local Authority
- Staffordshire Local Authority

This policy follows:

- Children and Families Act 2014
- SEND Code of Practice (2015)
- Equality Act 2010
- School Admissions Regulations (as applicable to special schools)

Section 39 of the Children and Families Act (2014) sets out the lawful reasons a school may decline a placement:

1. The school is unsuitable for the child's age, ability, aptitude or SEND
2. The placement would be incompatible with the efficient education of others
3. The placement would be incompatible with the efficient use of resources

Portland School operates within a commissioned number of places agreed with Local Authorities.

If all commissioned places are full, the school must notify the LA that a place cannot be offered due to capacity.

Once a place is confirmed:

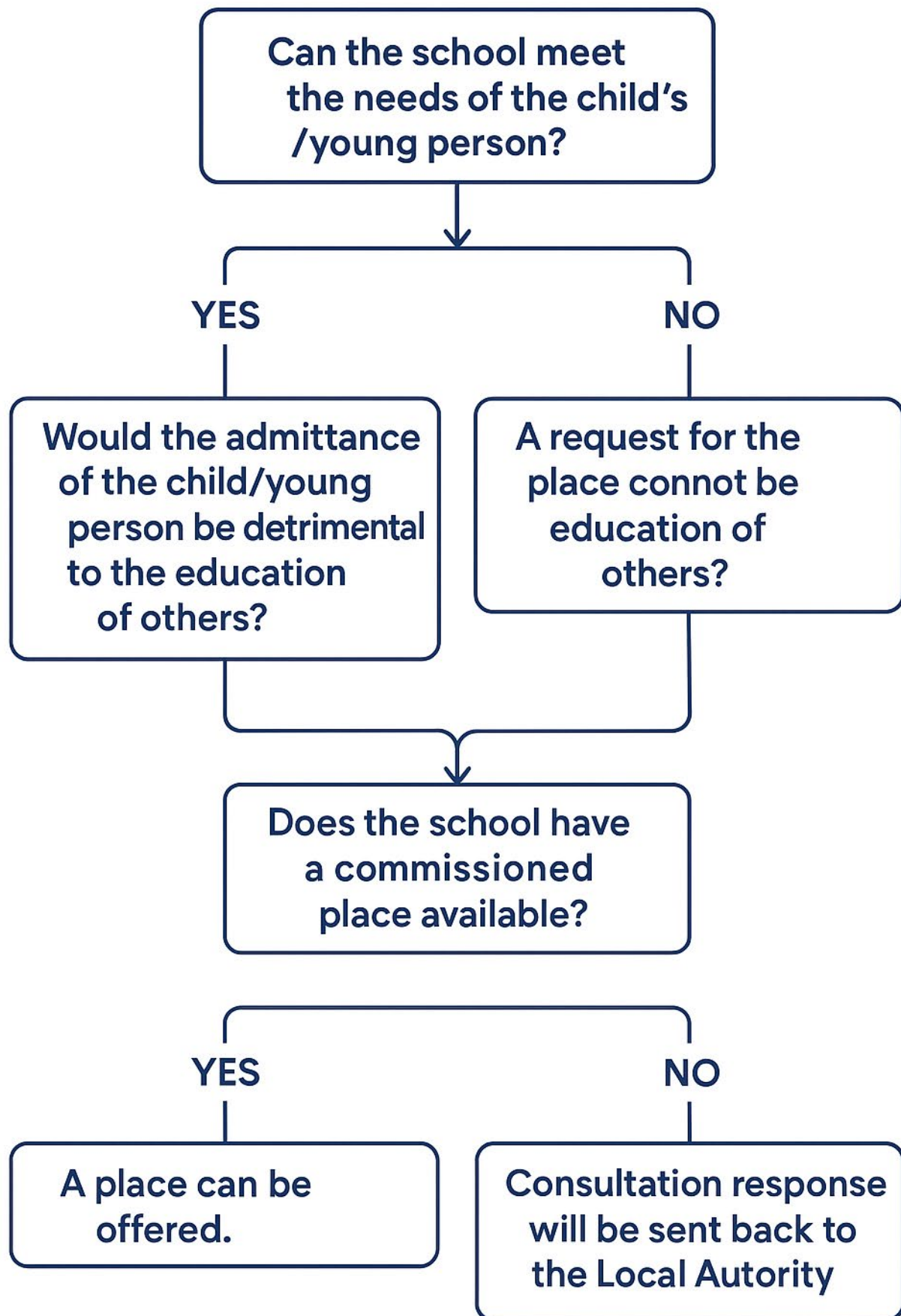
- A transition plan is created with the young person, family, school and external agencies.
- Visits, tours and phased induction may be arranged.
- A key adult and pastoral support structure are assigned to ensure a stable start.

Portland School is committed to ensuring:

- No child is discriminated against on the basis of disability, race, gender, belief or background
- Reasonable adjustments are made under the Equality Act 2010
- Full accessibility to learning and participation

The process of application and decision making is displayed in the flow chart below;

# PORTLAND SCHOOL ADMISSIONS PROCESS





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**people  
centred**

**Act with  
integrity**

**Be  
innovative**

**Be best  
in class**

**Be  
accountable**