



# St Luke Admissions Policy 2027/28

---

**Author:** Secondary Admissions Officer  
**Owner:** Marketing & Admissions Manager  
**Status:** **DETERMINED** by The Board of Trustees  
**Determined Date:** 25<sup>th</sup> February 2026  
**Version:** 1

## Admissions Policy Contents

### St Lukes Admissions Policy 2027-28

1. Admission of Pupils to St. Luke's Academy

## 1. Admission of Pupils to St. Luke's Academy – Swindon Borough Council (SBC)\*

\*Admission to St. Luke's Academy is referral only

Cricklade Road, Swindon, Wiltshire, SN2 – Telephone 01793 705566 / [www.stlukes.swindon.sch.uk](http://www.stlukes.swindon.sch.uk)

### Rationale

Precise admissions criteria, which clearly reflect the Academy's designation, are essential if the Academy is to fulfil a tenable role within the spectrum of offering successful provision for pupils with Special Educational Needs. Precise admissions criteria are also fundamental in ensuring that the Academy provides its pupils with their entitlement and meets their individual specific needs.

### 13.1 Aims

- 13.1.1 To clarify to all concerned the Academy's admissions and exit criteria;
- 13.1.2 To clarify to all concerned the nature and role of St. Luke's Academy;
- 13.1.3 To enable the Academy to work within a clear and tenable designation.

### 13.2 Important Principles & Guidelines

- 13.2.1 St. Luke's Academy primarily caters for pupils with complex social and emotional difficulties and functioning ASD pupils, who because of their additional needs:
  - Have the academic potential but on entry have difficulty in accessing the primary and secondary National Curriculum;
  - Present as having social, emotional and communication difficulties and a result learning difficulties;
  - Require structured additional support to develop social, emotional and independent skills.
- 13.2.2 St. Luke's Academy aims to help its pupils to progress to level of academic, social and emotional functioning that will enable them to live, learn and interact within their local community.
- 13.2.3 The academy environment contains steps and stairs. Any possible adaptations or arrangements that need to be made to provide physical access for pupils will be considered on an individual basis by the Governing Body prior to admission.
- 13.2.4 In order to be admitted to St. Luke's Academy, and thus benefit from the placement, pupils must fulfil the criteria set out in Section 3 "Admissions Criteria".
- 13.2.5 When a pupil meets the "Exit Criteria" set out in Section 4, the Academy will call a review of his/her EHCP of Educational Needs, under the 1996 Education Act. The focus of the review will be a transition plan that will enable the pupil to successfully continue their education in an alternative setting.
- 13.2.6 All pupils on entry to St. Luke's Academy will and must have an EHCP of Special Educational Needs.

### 13.3 Admissions Criteria

- 13.3.1 In order to be admitted to St. Luke's Academy pupil's attainment in the areas of the National Curriculum, independence, self-management/regulation and organisational skills must comply with the following criteria:
  - Pupils must have acquired some independence and organisational skills including:
    - Being able to carry out a sequence of simple self-care activities reliably e.g. changing for physical education, using the toilet appropriately, eating with peers, personal hygiene etc.
    - Identifying the resources required for familiar and routine activities e.g. wearing the correct uniform, taking the appropriate equipment to lessons etc.
    - Participating with others in carrying out tasks in familiar contexts.
- 13.3.2 Additionally, their needs will cause them to require provision that may include:
  - Access to trained, specialist staff
  - A personalised curriculum,
  - Individual teaching based on need,
  - A tightly structured school day,
  - Targeted social and emotional support,
  - An emotionally secure environment.
- 13.3.3 If St. Luke's Academy believes that the local authority has in any way acted in a manner that might jeopardise the overall safeguarding of the academy, in the performance of its statutory duties regarding admissions it will appeal to the secretary of state directly to ensure that all parties are safeguarded.

### 13.4 Financial

#### Pupils moving between Swindon special schools

A pupil moving between Swindon special schools will retain their Banding (this is based on the assessed needs of the pupil and the cost of meeting their needs in the educational setting). The new school would undertake an assessment of need and present its findings and Banding request. No more than a 12-week period should be allowed for a Banding request to be made by the new school.

#### Pupils moving back into Swindon Special schools from OOC schools

Top up funding or Banding (this is based on the assessed needs of the pupil and the cost of meeting their needs in the educational setting) to be agreed by SEN representative on basis of evidence provided. Banding to be agreed with Principal and Head of Swindon SEN prior to placement offer.

### **Pupils directly from OOC local authority**

- An outline will be submitted to the local authority on request detailing costing
- Place funding will be paid by the sending district unless we receive written instructions from Swindon Borough Council that they are willing to allocate one of their commissioned places.
- Rates will need to be revisited annually to account for increases in costs as well as personalised support programmes that are added or concluded as the pupil's needs change.

### **13.5**

St. Luke's Academy is unable to meet the needs of all learners who have a diagnosis or may present the following: (It is up to the Governing Body and Principal's discretion to assess need and match to the Academy's current provision/resources. The Academy must take reasonable steps to meet need where possible, Education Act 1996).

- Complex medical needs
- Levels of violence that would be detrimental to others
- Eating disorders
- Psychological disturbance
- Low functioning ASD
- Complex Neurological disorders
- Non-Verbal pupils
- Historical poor attendance and/or engagement
- SLD
- Significant criminal involvement

### **13.6**

At St. Luke's Academy all pupils have a high degree of vulnerability. This could include:

- Emotional Vulnerability
- Social Vulnerability
- Sexual Vulnerability
- Physical Vulnerability

### **13.7**

St. Luke's Academy has a strict admissions protocol and timetable which comes into operation once a place has been agreed (Reference Appendix 1 – Requirements for the Admission of Pupils to St. Luke's Academy). At this time a range of supporting documents are made available to allow a smooth transition into the academy and ensure that all needs can be met. These include:

- EHCP Synopsis
- Pen Picture
- Risk Assessment
- Accurate academic information including baseline information and progress over time

### **13.8 Maximum Available Places**

St. Luke's Academy has an agreed admission number (PRU) of 84 pupils. The PRU of St. Luke's Academy, represents the total school population, and the number of children admitted each year will vary depending on the spaces available.

### **13.9 Fifteen Day Request for a Placement Procedure**

St. Luke's Academy Funding agreement states:

Where the Local Authority intends to name St. Luke's Academy in a statement and have served a copy of the proposed EHCP (or amended statement) on the Academy Trust, the Academy Trust must respond to the Local Authority's proposal within 15 days.

The Academy Trust must consent to being named, except where:

- Admitting the child would be incompatible with the provision of efficient education for other children; and where no reasonable steps may be made to secure compatibility. In deciding whether a child's inclusion would be incompatible with the efficient education of other children, the Academy Trust must have regard to the relevant guidance issued by the Secretary of State to maintained schools.
- If the Academy Trust determines that admitting the child would be incompatible with the provision of efficient education, it must, within 15 days of receipt of the Local Authority's notice, notify the Local Authority in writing that it does not agree that the Academy should be named in the pupil's statement. Such notice must set out all the facts and matters the Academy relies upon in support of its contention that:
  - a) Admitting the child would be incompatible with efficiently educating other children;
  - b) The Academy Trust cannot take reasonable steps to secure this compatibility

### 13.10 Exit Criteria

13.10.1 When a pupil meets the following criteria:

- A level of social, emotional and behavioural functioning that would enable them to successfully access the curriculum within a mainstream school e.g. the ability to interact positively with peers and staff.

The Academy will automatically call a review of his/her EHCP of Special Educational Needs under the 1996 Educational Act, to draw up a plan that will enable the pupil to successfully continue their education in a mainstream setting.

13.10.2 When a pupil meets the following criteria:

- Is unable to consistently socially, emotionally or academically function within the Academy despite targeted personalised provision and the additional deployment of resources and/or the pupil becomes a significant health and safety concern.

The Academy will automatically call a review of his/her EHCP of Special Educational Needs under the 1996 Educational Act, to draw up a plan that will enable the pupil to continue their education in an alternative setting.

### 13.11 Equal Opportunities

The academy welcomes all applicants who meet the Admissions criteria regardless of age, ethnicity, gender, social circumstances, disability or sexuality.

This policy will be reviewed by the academy on an annual basis and otherwise as required.

## Appendix 1 – Requirements for the Admission of Pupils to St. Luke’s Academy

### General

1. This annex may be amended in writing at any time by agreement between the Secretary of State and the Academy Trust.
2. Except where paragraph 3 applies, the Academy Trust may not admit a child to the school unless an EHCP of SEN is maintained for that child and St. Luke’s Academy is named in the child's EHCP
3. The Academy Trust may admit a child without an EHCP to St. Luke’s Academy if:
  - i. he/she is admitted for the purposes of an assessment of his educational needs under section 323 of the Education Act 1996 and his admission to the Academy is with the agreement of the local authority, the Academy Trust, the child's parent and any person whose advice is to be sought in accordance with regulation 7 of the Education (Special Educational Needs) (England) (Consolidation) Regulations 2001;
  - ii. he/she remains admitted following an assessment under section 323 of the Education Act 1996; or
  - iii. he/she is admitted following a change in his circumstances, with the agreement of the local authority, the Academy Trust and the child's parents.
4. If a child without an EHCP has been admitted to St. Luke’s Academy for the purpose of an assessment, in accordance with paragraph 3;
  - i. the Academy Trust may allow the child to remain at that Academy;
  - ii. until the expiry of ten school days after the local authority serves a notice under section 325 of the Education Act 1996 that they do not propose to make an EHCP, or
  - iii. Until an EHCP is made.
5. Where the local authority intends to name St. Luke’s Academy in an EHCP and have served a copy of the proposed EHCP (or amended EHCP) on the Academy Trust, the Academy Trust must respond to the local authority's proposal within 15 days.
6. The Academy Trust must consent to being named, except where;  
Admitting the child would be incompatible with the provision of efficient education for other children; and where no reasonable steps may be made to secure compatibility. In deciding whether a child's inclusion would be incompatible with the efficient education of other children, the Academy Trust must have regard to the relevant guidance issued by the Secretary of State to maintained schools.
7. If the Academy Trust determines that admitting the child would be incompatible with the provision of efficient education, it must, within 15 days of receipt of the local authority's notice, notify the local authority in writing that it does not agree that the Academy should be named in the pupil's EHCP. Such notice must set out all the facts and matters the Academy relies upon in support of its contention that:
  - (a) Admitting the child would be incompatible with efficiently educating other children;
  - (b) the Academy Trust cannot take reasonable steps to secure this compatibility.

8. Where a local authority maintains an EHCP for a child under section 324 of the Education Act 1996 and the name of St. Luke's Academy is specified in that EHCP, the Academy Trust must admit that child to the Academy even if they consider that the Academy should not have been named in the child's EHCP.
9. Where the Academy Trust considers that the Academy should not have been named in a child's EHCP, they may ask the Secretary of State to determine that the local authority has acted unreasonably in naming the Academy and to make an order directing the authority to amend the child's EHCP by removing the name of the Academy. Where the Secretary of State makes an order to this effect, the Academy Trust will cease to be under an obligation to admit the child from the date of the Secretary of State's Order or from such date as the Secretary of State specifies. In specifying a date, the Secretary of State must take into account both the welfare of the child in question and the degree of difficulty caused to the Academy by the child's continued admission.
10. Where the Secretary of State determines that a local authority has acted reasonably in naming St. Luke's Academy in a child's EHCP, the Academy Trust must continue to admit the child until the Academy ceases to be named in the EHCP.
11. Where the Academy Trust considers that there is a need to increase the planned capacity of the Academy, as stated at clause 17 of the Agreement, the Academy must seek approval of the Secretary of State, and the requirements of this Agreement may be amended accordingly by agreement between the Secretary of State and the Academy Trust.

#### **The First-Tier Tribunal (Special Educational Needs and Disabilities)**

12. If a parent or guardian of a child in respect of whom an EHCP is maintained by a local authority appeals to the First-tier Tribunal (Special Educational Needs and Disability) either against the naming of the Academy in the child's EHCP or asking the Tribunal to name the Academy, the Academy Trust agrees to be bound by the decision of the Tribunal on any such appeal even if the decision is different to that of the Secretary of State under paragraph 7 or 8 above.
13. Where the Academy, the Secretary of State or the First tier Tribunal (Special Educational Needs and Disability) have determined that it should be named in a child's EHCP, the Academy Trust must admit the child to the Academy notwithstanding any provision of Annex B to this agreement.