



Admissions

The objectives of this policy:

- To ensure that places are allocated to those children and young people who need our provision.
- To specify the area of need the school specialises in and therefore can meet the need of these particular children and young people.
- To outline how the school will implement the admission of a new child or young person.

Admission number

Planned admission number (currently set at 30) is subject to the prevailing registration, with Ofsted and the DfE, for the combined school and the children's home.

Essential Criteria for Admission

Prospective pupils will need to satisfy our Essential Criteria for Admission (ECA); pupils are admitted to the school who have all the following:

- Diagnosis of autism – complex and severe
- Severe or profound learning difficulties
- Challenging/restrictive behaviours (those which reduce the child's access to regular living and learning experiences) as described in the ECA document
- Non-verbal although some vocalizations can be present
- Have an Education, Health and Care Plan which identifies a need for 52-week residential provision in a special school.
- Prospective pupils may have been excluded from their previous school (day or residential), respite care facilities and clubs and will be a challenge to look after safely in their home environment.
- Prospective pupils will commonly have a range of additional needs such as autism, ADHD, GDD, OCD, epilepsy, Fragile X, and other syndromes.

Other considerations for admission of students

Because of the nature of the cohort of children at The Loddon School, it is not a safe environment for children who have physical disabilities which impair their mobility or require regular delicate medical interventions.

Specific diets, whether for religious, cultural or health needs, can be provided by prior agreement. Ethnic, cultural or religious requirements are not a barrier to admission, and the school considers itself to provide a multi-cultural environment, promoting diversity.

In consideration of which house a prospective young person will join, thought will be given to the learning and leisure preferences of the child, their developmental ability, age, sensory, communication and behaviour profile. These factors will be reviewed and considered in light of any future proposed change to the young person's house group. No child or young person will be admitted that will be detrimental to the well-being of those already at the school, although the school will work towards making reasonable adjustments where possible.

Method of applying

1. Referrals are typically made by local authorities. In some cases, parents may also initiate a referral by contacting the school directly and providing details of the child for consideration, either by email or phone call.



2. Application referral form is completed and paperwork (EHCP etc.) reviewed and decision to make formal assessment is made.
3. Parents will be invited to visit after a brief discussion to assess level of need and whether we will be appropriate.
4. Assessment with school/children's home or home setting is arranged.
5. Head of Transitions & Admissions and/or other senior member of staff will visit the current educational or home setting and observe and discuss referred child.
6. Discussion of paperwork and assessment is held by the admissions team and report written.
7. If a place is offered, an offer letter (contract) is sent, and a transition meeting and plan is set up.

Tribunals

If parents wish to exercise their right to a tribunal to request a place at our school which is not the choice of the local authority; and the school has assessed that they can offer a place as this is deemed to be the correct placement for this child, the school will work with any legal representatives, prepare any required paperwork and attend the tribunal.

In the case where the local authority select the school but this is against the wishes of the parents, the school may decline to attend a tribunal as we believe it is essential in a 52-week placement to have strong relationships with parents. Each case in this category will be carefully considered.

Waiting lists

The school will keep details of children and young people on file while they await a place, this is held in agreement with the parents and, where appropriate, the local authority. Due to the flow of places, we do not consider it sensible to hold a long waiting list, all names held should have a possible date and parents and local authority have suitable plans in place to await this place.

Date	Summary of Changes	Signature (Chairman of Committee)	Date of next review
Sept 2022	More detail added to the admissions criteria as we only not take the most severe and those who have all criteria listed.		Sept 2025
21/10/25	Review of policy – minor amendments made		October 2026
02/02/26	Review of policy – minor amendments made		February 2027