



Admissions Policy

Date Published	September 2024
Version	2
Approved Date	July 2024
Review Cycle	Annual
Review Date	July 2025

An academy within:



“Learning together, to be the best we can be”



1. Context

- 1.1. The Willows School is designated as a school for pupils whose primary special educational need has been assessed as 'moderate learning difficulties'. The school currently has agreed 150 planned places and will admit a pupil where the school is named in a pupil's Education Health and Care Plan (EHCP). The age range of pupils is currently 7 – 19 years, with places available as follows (*please note numbers are indicative, and may vary slightly each academic year):

Key stage	Number of pupils*
KS2 (7-11yrs)	44
KS3 (11-14yrs)	42
KS4 (14 -16 yrs)	40
KS5 (16-19 yrs)	24

- 1.2. Prior to naming the school in an EHCP, the Local Authority will have fully consulted with the school in line with its statutory obligations.
- 1.3. The school will provide the Local Authority (LA) with the school profile, outlining the needs for pupils they are best positioned to meet and details about the organisation of the school and curriculum offered.
- 1.4. Places at The Willows are funded in line with the High Needs Block Operational Guidance. Where children have additional needs, this will be defined by the school and agreed by the commissioning Local Authority.

2. Admission Criteria and Arrangements

- 2.1. Places will usually be taken up at the start of the school year, though by agreement with the Head teacher, places can be accessed at any time of the year providing an EHCP has been completed and the needs of the child have been clearly defined and are in line with the school's designation.
- 2.2. In exceptional circumstances, and in line with the Special Educational Needs Code of Practice (2015), the school may consider assessment placements in order to support a Statutory Assessment.
- 2.3. Consideration will always need to be given to the numbers in, and profile of each class and year group.

3. Referral Routes



- 3.1. Parents who wish to consider a place at the school for their child should contact their Local Authority SEND Assessment Team for guidance on relevant procedures.

4. Admission Eligibility Criteria

- The school is suitable for the child's age, ability, aptitude, disability and assessed special educational needs
- The child has an EHCP indicating moderate learning difficulties as a primary special educational need
- Parents and/or the child have expressed a preference for the school or in cases of dispute, the local authority has agreed with the school to name it on the EHCP
- The child's placement in the school is not incompatible with the efficient education of others, or the efficient use of resources
- The placement is funded in line with the assessed needs of the child's educational, behavioural (including any additional supervisory requirements), medical and care needs and is relative to the cost to the school for delivering a support package which enables at least good provision to be in place
- The appropriateness of the resource required for children with extremely challenging behaviour has been considered within the overall contextual needs of the existing year group.

5. Admissions Criteria/Priorities for When Placements Are Limited

- Severity of need for a placement in a moderate learning difficulties' setting.
- An EHCP is in place which fully assesses the child and quantifies required provision.

6. Admissions Procedure

- Parents, SEND assessment teams or Educational Psychologists from Local Authorities, Heads/Teachers from other schools, or Alternative Provision/Resource Heads may contact the school directly to arrange a visit;
- Parents wishing their child to be considered for a place are advised to contact their Local Authority SEND service;



- The commissioning Local Authority will consult with the Head teacher regarding each pupil they consider potentially suitable to request a place for;
- The Head teacher will consider the suitability of the school's provision in addressing the needs of the child and also give consideration to the needs of existing pupils on roll;
- The Local Authority and the Head teacher will come to a decision about placement and any reasonable steps necessary to ensure the admissions criteria can be met.

7. Appeal Arrangements

- 7.1. The SEND Code of Practice entitles parents to appeal to the SEN and Disability Tribunal if their home LA refuses to name their school of choice in the EHCP or the LA is unable to ensure identified provision as the named school refuses to offer a place.
- 7.2. The Willows School will always ensure that parents and the commissioning Local Authority are kept informed when the school is considering refusing an admission. The school will be clear with both parents and the Local Authority about the reasons underpinning a potential refusal which, by law, must relate directly to the suitability of the placement for the age, ability, aptitude or SEN of the child or young person, or to concerns that the placement would be incompatible with the efficient education of others, or the efficient use of resources.
- 7.3. Where a parent is unhappy that the school is considering refusing admission, the school and Local Authority will consider any reasonable steps that could be taken to address identified concerns before a final decision is made.

8. Funding Of Places

- 8.1. Local Authorities commission and fund places for pupils at the school based upon identified needs established through a Multi-Agency Statutory Assessment that are costed and recorded in an EHCP.
- 8.2. The Education & Skills Funding Agency provides some core funding for an agreed number of planned places, but it is commissioning Local Authorities that are responsible for ensuring that funding is appropriately matched to needs identified in EHCP