



## Admissions Policy

|                |           |
|----------------|-----------|
| Date Published | June 2019 |
| Version        | 6         |
| Approved Date  | July 2026 |
| Review Cycle   | Annual    |
| Review Date    | July 2027 |

An academy within:



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



## 1. Context

1.1. Kelford School is designated for pupils whose primary special educational need has been assessed as severe or complex learning difficulties. The school currently has 177 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 2 – 19 years, with key stage places structured as follows (\*please note numbers are indicative, and may vary slightly each academic year):

| Key stage     | Number of pupils |
|---------------|------------------|
| EYFS (2-3yrs) | 2                |
| Primary       | 93               |
| Secondary     | 61               |
| Post 16       | 27               |
| Total         | 183              |

\*Numbers for September 2026

- 1.2. Prior to naming the school on a child's EHCP, a Local Authority must fully consult with the school in line with its statutory obligations.
- 1.3. Places at Kelford are funded in line with the High Needs Block Operational Guidance.
- 1.4. Nexus Multi Academy Trust is the responsible admissions authority for Kelford School.

## 2. Admission criteria and arrangements

2.1. Admissions normally take place at the start of the academic year. However, placements may be agreed at any point during the year by arrangement with the Headteacher.

2.2. Admissions are only agreed if

- an EHCP has been completed
- the needs of the child have been clearly defined in line with the school's designation and,



- where appropriate, an assessment visit has been completed by the school.

2.3. 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

2.4. Consideration will always need to be given to;

- the numbers in each year group
- The profile and needs of existing pupils

2.4 All admission decisions are made in accordance with:

- the Equality Act 2010,
- the SEND Code of Practice,
- the Children and Families Act 2014,
- and duties relating to reasonable adjustments.

## 3. Referral routes

3.1. Parents/carers 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.

3.2. All EHCPs must include:

- A clear and accurate description of the child's needs
- Appropriate provision and funding to meet those needs

Where funding is not aligned with need:

- The school will negotiate with the commissioning LA to ensure provision is viable and sustainable
- A formal EHCP review may be requested where necessary

3.3. Consultation documentation must:

- Be submitted via agreed Local Authority routes
- Include the most recent EHCP and relevant professional reports reflecting the child's current presentation.



## 4. Admission eligibility criteria

A placement at Kelford School will be considered where:

- 4.1. The school is suitable for the child's age, ability, aptitude, disability and assessed special educational needs.
- 4.2. The child has an EHCP indicating Severe Learning Difficulties (SLD).
- 4.3. 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 in the EHCP.
- 4.4. The child's placement in the school is compatible with the efficient education of others and the efficient use of resources as per section 39 of the Children and Families Act 2014.
- 4.5. The commissioning local authority provides top-up funding 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.
- 4.6. The appropriateness of the resource required for children with challenging behaviour or complex medical needs have been considered alongside the needs of the existing year group and within the overall context for the school.

## 5. Admissions criteria/priorities for when placements are limited

Where demand exceeds available places, priority will be given to pupils where:

- 5.1. The placement allows for efficient use of school resources.
- 5.2. The placement is appropriate for the designation of the school.



- 5.3. An EHCP is in place which fully assesses the child and quantifies required provision.

## 6. Admissions procedure

- 6.1. Parents, SEND assessment teams or Educational Psychologists from Local Authorities, Headteachers from other schools, or Alternative Provision/ Resource Heads may contact the school directly to arrange a visit; however, it is Local Authorities who assess needs and commission places at the school, therefore:

- 6.1.1. Parents wishing their child to be considered for a place are advised to contact their Local Authority SEND service;
- 6.1.2. The commissioning Local Authority will consult with the Headteacher (on behalf of the Multi Academy Trust) regarding each pupil /student they consider potentially suitable to request a place for
- 6.1.3. The Headteacher will consider the suitability of the school's provision in addressing the needs of the child including an assessment and also consider the needs of existing pupils/students on roll;
- 6.1.4. The Local Authority and the Headteacher will come to a decision about placement and any reasonable steps necessary to ensure the admissions criteria can be met;
- 6.1.5. Admission into our 6th Form follows the same process as for all students;

- 6.2. Once a placement has been agreed new pupils/students will usually have a home visit from the class teacher/phase leader to plan a transition into school.

## 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 named school refuses to offer a place.
- 7.2. Kelford School, as an academy in Nexus Multi Academy Trust, will always ensure that parents and the commissioning Local Authority are kept informed as necessary when the school is considering a placement consultation. The school will be clear with both parents and the Local Authority about the reasons



underpinning any potential refusal which, in line with section 39 of the Children and Families Act 2014, 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 with the position taken, the school, Trust and Local Authority will consider any reasonable steps that could be taken to address identified concerns. Parents must be informed of the route to appeal placement decisions made by the Local Authority.

## 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 EHCPs.