



# Admission Policy

Date: May 2025

Review date: May 2026

Approved by Advisory Board: May 2025

Linked with other policies:

- Curriculum Policy
- Equality Statement
- Special Educational Needs Policy

Signed:

## Version Control

Version	Date of review/change(s)	Page and paragraphs affected	Summary of update
1	May 2021		No changes
2	May 2022	P3 para 2	'mainstream school' changed to 'independent school (not a section 41 school)'
		P3 para 2	Named health conditions replaced by 'particularly those with a neurodiverse diagnosis or traits'
		P3 EHCP Placement	Points 2, 3 & 4 expanded Points 7, 8, 9 added
		P4	'The decision to offer a place will be made by the Headteacher .. etc' removed
		P4	'Complaints' and 'Appeals' paragraphs added
	October 2022	P3 paragraph 4	REMOVED paragraph: The school operates 2 routes for entry etc
3	May 2023	P3 EHCP placement point 2	Judith Gardiner replaced by Sam Dangerfield
		P3	'pupils' replaced with 'students'
		Throughout	'carers' added with 'parents'
		P4	Data Protection paragraph added
4	May 2024	P3 point 3	and/or [attend trial days] removed
		P3 point 4	Appendix 4 replaced by 'Provider Offer Form (POF)'
		P3 point 5	Changed to: The POF is then reviewed by the Special Educational Referrals and Placement (SENRAP), the Panel which covers referrals and placements
		P3 point 6	SENPAG replaced by SENRAP
		P3 point 7	[ISO]= Individual Service Order
	May 2025		Updated DP policy and Privacy Notice links

This document sets out to provide the policy and procedures for a student's admission to All Saints School, Lessingham.

All Saints School is an independent school (not a section 41 school) and accepts students with a wide range of educational ability, students are taught in appropriate classes to allow all to achieve their potential. The school can offer additional support to those who have Special Educational Needs particularly those with a neurodiversity diagnosis or traits.

All Saints School is also able to provide a nurturing environment for those students who have been unable to access mainstream education, using a process of gradual integration with the aim of full school attendance. The school works closely with local authorities to provide a structured and consistent environment for young people who are considered to be vulnerable and who would benefit from attending a small school.

**EHCP placement** – the following process applies: -

1. Referral documents are sent from the Local Authority to the school.
2. These are reviewed by the Headteacher Sam Dangerfield in consultation with the prospective student's family, current school and EHCP co-ordinator. Following these discussions parents/carers are invited in to look around the school and meet the Headteacher. Trial days (of at least 2 consecutive days) for prospective students are offered.
3. A decision to offer a place at the school will be made by the Headteacher and, if necessary, in consultation with other relevant staff following the admission process of assessment and taster sessions. An offer of a place will be made providing the student's presence at the school will not be detrimental to the education or social wellbeing of other students in the school and that the school is able to meet the specific needs of the student.
4. The relevant documentation is then sent to the LA stating that the school is able to accommodate the needs of the student (Provider Offer Form: POF). If additional support is required this will be documented in the funding request to the LA.
5. The POF is then reviewed by the Special Educational Referrals and Placement (SENRAP), the Panel which covers referrals and placements and who decides if a place and funding will be offered. The placement is by the LA and enables statutory meeting of needs for a child with an EHCP. Placement is via a contract with the LA and school, not the parents/carers.
6. If a place is agreed by SENRAP, parents/carers (and school) are notified by the LA.
7. At this point a start date is agreed and the LA issues an ISO (Individual Service Order)
8. Once an offer of a place is made and accepted the parents/carers will be asked to complete the admission form pack. This pack provides information to move the admission process forward as well as uniform lists, the parent/school contract and school rules, GDPR and ICT agreements etc.
9. All students will have a Behaviour Management plan in place prior to their start date or to be in place within three weeks of joining the school once their individual needs are fully identified, for example, support with social interaction.

***Occasionally, an extended trial period of up to 1 term, may be agreed by the Directors, Headteacher, Parents/carers and EHCP co-ordinator.***

There is no entrance exam for All Saints School. Admission is by interview with the Headteacher or nominated staff member, and it is the policy of All Saints School to interview students irrespective of

the information previously received. (Occasionally, it is felt appropriate to conduct interviews with relevant adults, WITHOUT the student being present.)

All Saints School may well visit prospective students in their current academic setting, to undertake observations, and meet with existing staff. Where students are currently out of education, the school may wish to conduct home visits.

All Saints School accept entries into the school throughout the year and understands that for all students changing schools or attending after long absences can be extremely difficult and the transition needs to be completed with empathy and support from all students and staff and with close liaison with parents/carers.

All Saints School does not admit students whose specific difficulties relate primarily to their behaviour. It is essential for the well-being of all, that new students can be seen to fit in with their peers in a positive and constructive manner. An offer of a place will be made providing the student's presence at the school is not deemed detrimental to the education or social well-being of other students in the school, and where it is felt that the school is able to meet the specific needs of the student. The school may decide to use baseline testing to assist in decision making.

### **Complaints**

All Saints School has a comprehensive complaints policy. This is available on our website and on request from the school office.

### **Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused by the school or refused by the LA. If refused by the school, due to being unable to meet needs, we will not alter our decision, however if refused due to unavailability of a place and a place becomes available we will accept an additional referral from the LA at a later date. If the LA consults again the school would reconsider and follow the above process.

### **Data Protection**

The school processes personal data collected in accordance with its data protection policy. We will protect personal data and keep it safe from unauthorised or unlawful access, alteration, processing or disclosure, and against accidental or unlawful loss, destruction or damage.

Inappropriate access or disclosure of student data constitutes a data breach and should be reported in accordance with the school's data protection policy immediately.

For more details please see our school policies:

[Data Protection policy](#)

[Privacy Notice](#)