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1.0 INTRODUCTION

Lamledge School is an independent day special school for aged 5 to 19 years, the School admits pupils who have a range of complex needs that may include a diagnosis of social, emotional and mental health needs,. The School will admit children with an EHCP or Statement of Special Educational Needs (SEN) in whose statement or EHCP the school is named, and where there is a place. Places are also available for pupils without an EHCP or Statement where it is deemed that the school is able to meet needs.

Referrals are usually made by Local Authorities or Social Services and can be made at any point during the academic year through direct contact with the School.

This policy has been updated to reflect the changes legislation 'Special educational needs and disability code of practice: 0 to 25 years Statutory guidance for organisations who work with and support children and students with special educational needs and disabilities, with particular reference to changes towards Education Health and Care Plans (EHCP)

2.0 ADMISSIONS CRITERIA

The admission arrangements are determined by Outcomes First Group in conjunction with the Head Teacher of Lamledge School.

The published admission number (PAN) for Lamledge School is 105

Following referral, all information about a prospective student will be considered before deciding if their needs can be met by our School.

- The school will admit pupils aged between 5 and 19 years of age;
- ;
- The pupil may have learning difficulties and/or low attainment that are associated with their primary and secondary area of needs;
- The pupil may have one or more specific learning difficulty;
- The pupil will express a commitment to the placement;
- The pupil's parents/carers will express a commitment to the placement;
- For all "Looked After Children", there must be permanently named carers and a permanent home base for the pupil, available at any time throughout the year. The school cannot be the main residence for any child.

The LA will:

- Provide the school with all current advice and information concerning the pupil;
- Name the school, on the EHCP (if applicable)
- Agree contractual arrangements for transporting the pupil to and from school;
- Make any arrangements for transporting the pupil to and from school.

3.0 ADMISSIONS PROCESS

All referrals can be made directly to the school

As much information as possible will be sought at the point of referral to inform assessment as to whether the referral is appropriate and as to whether the school is able to meet the needs of the student. Information sought should include:

- pupil's name;
- age and date of birth;
- ethnic background, cultural needs, religious needs/persuasion;
- health needs & history;
- Copy of EHCP and most recent Annual reviews
- educational history, needs, current provision, support received & required including whether there is a statement of special educational needs proposed educational plan;
- risk issues, level of supervision required, establish if any history of self-harm/suicide, history of volatile and aggressive behaviour, child protection issues, risks presented by third parties;
- expectations and requirements sought by the placing authority to meet the student's needs;
- the name, address and telephone number of the student's case accountable social worker (if applicable);
- the pupil's legal status;
- the pupil's and their family's social history;
- any special issues e.g., restriction of contact, child protection and
- criminal history (if any) and whether any existing criminal proceeding are outstanding.

The information provided will assist the Headteacher in their assessment as to whether a school placement is viable and appropriate. The Headteacher will consider whether the school has sufficient staffing in terms of number and experience to manage such admission both in terms of the individual pupil's needs and respect of the potential impact that the admission may have on existing group dynamics.

APPENDIX 1-REFERENCED AND LEGAL CONTEXT

Children and Families Act 2014

The Education (Independent School Standards) Regulations 2014 (SI 2014/3282), as supported by the Department for Education's Independent School Standards Guidance (April 2026)