

Admissions Policy Hedgeway School

Policy Reference:	HWS18
Version Number:	12
Applies to:	Aurora Hedgeway School
Associated documents:	
Approved by:	Klaire Rowland - Headteacher
Implementation date:	January 2026
Next review due by:	January 2027
<i>This policy has been reviewed to ensure it promotes safeguarding and does not present barriers to participation or disadvantage any protected groups</i>	

1. Aims

This policy aims to:

Provide guidance on the admission process for parents, carers and prospective students. Aurora Hedgeway is an independent specialist school for young people aged 7 to 19, who may face difficulties as a result of complex communication needs typically associated with Autism spectrum conditions. We offer specialist teaching and integrated therapeutic support, small classes and a nurturing approach, we give students a framework for breaking down barriers to learning.

Aurora Hedgeway School provides places for up to 63 students, aged 7 – 19. The policy of all Aurora Schools and Services follows a standard process, adapted where required to meet the needs of the child/young person, their families and funding authorities.

The school caters for pupils with Education, Health and Care Plans (EHCP) for additional learning needs including ASC and associated communication difficulties and will consider pupils from year 3 to year 13 subject to a successful assessment process.

2. Legislation and statutory requirements

This policy is based on the following advice/legislation:

We aim to provide a clear and supportive process for Young People and Parents/Carers that includes access to relevant school policies and paperwork to ensure a successful admission.

3. Scope

This policy aims to provide guidance on the Aurora Hedgeway Admission process for parents, carers and prospective students. The policy will also be used as a reference guide for all staff involved in the admissions process, as well as those providing information to parents, carers and prospective students.

4. Roles and responsibilities

The Head Teacher and Admission and Transitions Manager are responsible for the implementation of this policy.

The Head Teacher and Admissions and Transitions Manager, manages referrals and visits to the school. The school is supported by the Placements and Business Development Managers.

5. Admissions Process

Most pupils attending Aurora Hedgeway School will have been initially referred by their LA, although some may come via a different route (e.g., parental referral). If, after reviewing the information provided, the school believes that they can meet the pupils needs then arrangements will be made with the LA for the parents / carers and pupil to visit the school and/or attend a virtual assessment.

The initial visit will include a tour of the school and a meeting with one or more of the leadership team and key members of staff, who may be involved in working with the young person.

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Visitors will have the opportunity to ask any questions they may have and will be given information about the nature of service provided at the school (the curriculum, therapeutic input as well as wider discussions about the ethos and vision of the school).

Stakeholders within the assessment process will be asked for supporting reports and information to inform the assessment process. Without these, there may be an impact on the result of the assessment process. In all cases, supported paperwork is required to complete the assessment process.

Assessments can be tailored to the young person's individual needs. If appropriate, the pupil will attend an on-site visit, enabling staff to get to know them, assess their needs, plan their programmes of learning, and ensure that the school can meet the individual needs of the young person.

It may also be a useful part of the process for school staff to conduct a home or current provider visit to engage with the pupil and parents and staff in their home environment – this may help to further identify the pupils support needs and will assist with the transition process into the new school placement.

If, following these visits, all concerned are agreed that the young person's needs can be met at the service and that the young person and parent / carers are happy to name the service, arrangements will be made to progress to the next stage of the placements process. This next stage is typically offering a placement and engaging with the funding authority.

In all admission decisions, Aurora Hedgeway School will pay due regard to equal opportunities and diversity and the SEND reforms 2014. Aurora Hedgeway School will remain prepared to make reasonable adjustments to stated entry criteria to enable admission, where it is felt to be appropriate to do so.

The service will provide the parents with information about the service, including general and regular info and prospectus.

Should funding agreement be reached, a place will be offered via the EHCP consultation process.

An admissions register is maintained by the school as per DfE regulations.

6. Support, Advice and Communication

Anybody requiring further information or clarity can contact the school on 01454632532.

7. Monitoring arrangements

This policy will be reviewed every two years or where significant changes to the process occur.

