

## Admissions Policy

### Eccles School

|                                                                                                                                                             |                      |
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| <b>Policy Reference:</b>                                                                                                                                    | ECS1                 |
| <b>Version Number:</b>                                                                                                                                      | 11                   |
| <b>Applies to:</b>                                                                                                                                          | Aurora Eccles School |
| <b>Associated documents:</b>                                                                                                                                | n/a                  |
| <b>Approved by:</b>                                                                                                                                         | Headteacher          |
| <b>Implementation date:</b>                                                                                                                                 | June 2026            |
| <b>Next review due by:</b>                                                                                                                                  | June 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> |                      |

## 0. Changes this version:

- Separation from joint policy with Aurora White House School to reflect differences in types of need and material change in Aurora White House School.

## 1. Introduction

### 1.1 Purpose

This document sets out to provide the policy and procedures for a student's admission to either Aurora Eccles School.

## 2. Scope

This policy is for all stakeholders: staff, students, parents and carers, local authorities

## 3. Policy Statement

- It is the policy of the school to assess students providing the student is age appropriate and the information shared at the referral stage suggests that the prospective student would benefit from what the school has to offer.
- The School offers support for students with a wide range of special educational needs and disabilities. Our students tend to have identified needs in all four categories (C&I, S&P, SEMH, C&L) with social interaction and communication needs often a unifying feature. Some have learning difficulties and many have co-existing needs. It is generally expected that students admitted to Eccles School will be able to function as part of a class of children and will not require entirely bespoke programmes of study.
- Admission is by assessment of referral paperwork. If the team assessing the paperwork thinks we have a suitable space and can meet the needs of the prospective student, we will expect the student in nearly all cases to attend and on-site, in-class visit so that we can see how the prospective student interacts in our school environment. Sometimes we will make a visit to the student's current setting to see them in a more familiar environment. No part of this process should be viewed as a pass/fail situation: it is all about us wishing to get this important next step right for the individual and the existing cohorts they might join.
- It is unusual for a student who only has needs relating to their SEMH to be considered for admission to the school
- A decision to offer a place at the school is made by a multi-disciplinary team following the full assessment process. The Headteacher is the final arbiter of whether a place is offered.
- Feedback on the assessment process and any offer (or otherwise) of placement will be given to the referring body. This is usually a local authority.
- All offers of a place are 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.
- All students will have an Individual Student Risk Assessment in place prior to their start date or to be in place within two weeks of joining the school once their individual needs are fully identified, for example, support with personal care and social interaction.
- Once an offer of a place is made, processed by the local authority (where they are the placing body), and accepted, the parents 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 etc.

- The school will then confirm in writing the acceptance of the student on roll. Information regarding start dates and the first day will be sent following consultation with the local authority and parents.
- We remain committed to being an inclusive school and are always mindful of our responsibilities under the laws relating to equality.
- An admission flow chart is provided below.
- For students leaving the school, all destination data will be recorded on the MIS.

## 4. Roles & Responsibilities & Implementation

The Admission Team is responsible for the implementation of this policy. The Admission Team consists of the responsible administrator, Headteacher, Deputy Headteacher, SENDCOs, Clinical Lead, and the DSL. The Principal has oversight of admissions processes from a governance and business development perspective.

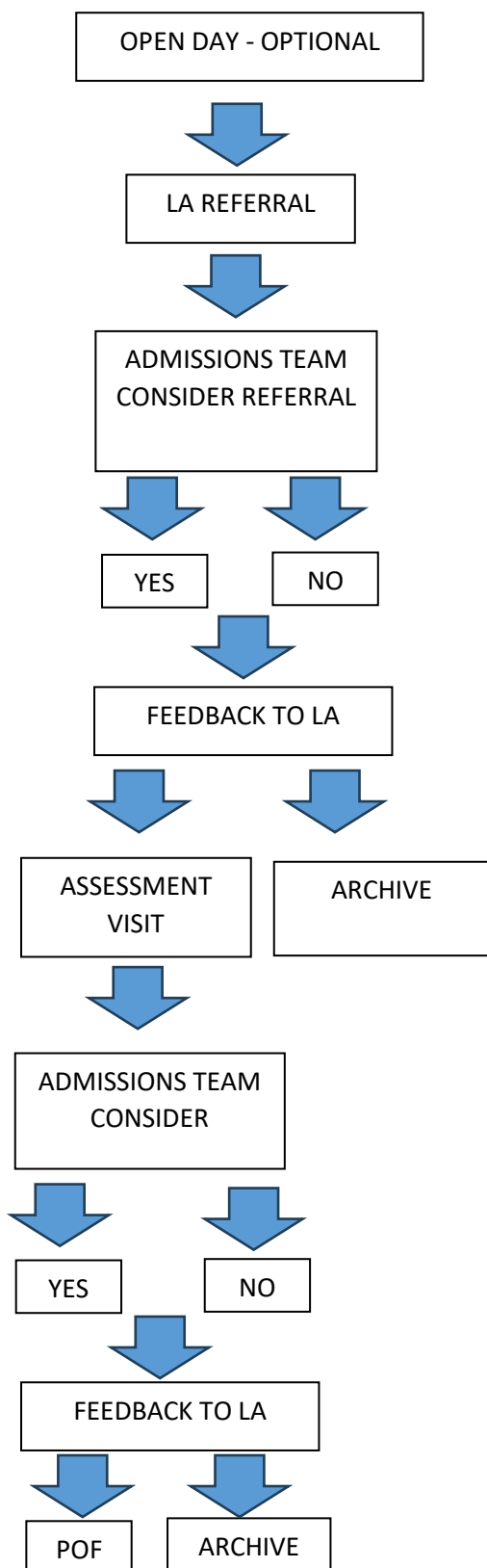
## 5. Support, Advice and Communication

For help and advice regarding this policy please contact the school office in the first instance. Your query will be forwarded to the appropriate person. The Headteacher is always happy to support parents with admission queries but would politely remind you that it is typically a local authority referring on behalf of the student.

## 6. Review

Annually by the school and site leadership teams.

## Appendix 1: Admissions Flow chart from initial referral to agreed funding



## APPENDIX 2:

