

Admissions Policy

Meldreth Manor School

Policy Reference:	MMOM2
Version Number:	3
Applies to:	Meldreth Manor School All staff
Associated documents:	SEND policy
Approved by:	Head of School
Implementation date:	September 2026
Next review due by:	September 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. Summary of changes since previous version of policy

There have been no changes to this policy to date.

1. Aims

Aurora Meldreth Manor School provides places for up to 60 aged from 6-19 years old. The policy of all Aurora School 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 students with Education, Health and Care Plans (EHCP) for additional learning needs including Social Emotional and Mental Health needs/ASD/ADHD /PMLD and will consider students from year 1 to year 14 subject to a successful assessment process.

2. Legislation and statutory requirements

This policy is based on the following advice/legislation:

-Aurora Meldreth Manor School works with Local Authorities across the country and takes advice and guidance from the various SEN teams and referral panels.

-Aurora Meldreth Manor School adheres to the SEND code of practice.

3. Scope

This policy is for the school SLT team, class leaders, teaching assistants, parents and members of our multidisciplinary team.

4. Roles and responsibilities

4.1 The SLT team will:

4.1.1 Ensure that the Admissions policy is embedded into student transition and referrals through audits and tracking at weekly meetings.

4.2 Class leaders and supporting staff will:

4.2.1 will report on student need and suitability during transitions and assessment to the Head of School.

5. The Admissions Process

5.1 Most students attending Aurora Meldreth Manor School will have been initially referred by their LA, 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 students' needs then arrangements will be made with the LA for the parents / carers and student to visit the school and/or attend an assessment.

5.2 The initial visit will include a tour of the school and a meeting with the leadership team and key members of staff who may be involved in working with the young person. Visitors will have the opportunity to ask any questions they may have and will be given information about the nature of the service provided at the school, the curriculum, therapeutic input as well as wider discussions about the ethos and vision of the school.

5.3 Assessments are tailored to the young person's individual needs. If appropriate, the student will attend on-site and join in a range of school activities, enabling staff to get to know them, assess their needs, plan their programs of learning and ensure that the school can meet the individual needs of the young person.

5.4 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 student and parents and staff in their home environment – this may help to further identify the students support needs and will assist with the transition process into the new school placement.

5.6 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.

5.7 In all admission decisions, Aurora Meldreth Manor School will pay due regard to equal opportunities and diversity and the SEND reforms 2014. Aurora Meldreth Manor 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.

5.8 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. Monitoring arrangements

The admissions policy will be reviewed yearly by the Head Of School in conjunction with the Aurora referrals team.