Aurora Redehall School
Admissions Policy

Policy Reference:	RHS1
Version Number:	4
Applies to:	Aurora Redehall
Associated documents:	SEND Policy
Approved by:	Principal / Head of School
Implementation date:	September 2026
Next review due by:	September 2027
This policy has been reviewed to ensure it promotes safeguarding and does not present barriers to participation or disadvantage any protected groups	

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1. Aims

This policy aims to:

To provide guidance on the admission process for students attending Aurora Redehall School.

2. Scope

Aurora Redehall School is a specialist primary day school based in Surrey. The school can accept students aged 6 – 11 years, who would benefit from an environment that specialises in working with Autistic young people and associated social communication and behaviour needs.

3. Admission Process

3. 1. Enquiries and Referrals - New referrals are in the main submitted through the Local Authority SEN team of Case Officers. New referrals can also be submitted via our website, through by making enquiries directly with the school, or through the central Aurora Business Development Team.

3.2. Consultation – To decide whether to assess a young person for placement the local assessment team (HOS/SENCO/AHT/DSL), will require the following:

- EHCP
- Most recent Annual Review of EHCP
- Any available supplementary documents
    - Educational Psychology reports
    - SALT reports
    - OT reports
    - School reports
    - Behaviour Plans
    - Risk Assessments
    - Other agency reports or clinical assessments

On the basis of this documentation the local assessment team will consider whether the school is likely to be able to deliver the provision outlined in young person's EHCP. If the decision is to progress, the Business Development Team will request permission to assess from the Local Authority.

Once permission to assess has been granted the next steps are that the local admissions team will:

- Meet with the child's current SENCO/Headteacher
- Meet with the child's parents/carers
- Arrange parent/carer & young person to visit the school
- Young person to have an assessment period in a class

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At any stage of this process the local admissions team may decide from the available information that we can or cannot meet the needs of the child.

3.3. Following assessment

The local assessment team will communicate the decision of whether to offer a place or not with the Business Development Team who will communicate the decision with the Local Authority.

In order to offer a place, there will to be a formal application and written agreement of funding from the funding authorities. A formal offer letter will be sent to the funding authorities, with a copy to parents/carers. Contracts are issued by Aurora Redehall School to the Local Authorities will be signed before the placement starts.

Following agreement of the place with the relevant commissioners within the Local Authority, a start date will be agreed and a welcome pack, with all key information sent to parents/carers and students.

4. Admission

The SENCO of the site the pupil is joining will liaise with the parent/carers around what transition best looks like for their child. This might be that they start full time or part time over either a short or long transition period.

The SENCO will also be responsible for writing the initial Pupil Support Passport and Risk Assessment. These will be created on the basis of the paperwork provided and discussions with the SENCO from the feeder school and parents. The PSP & RA will then be updated regularly by the class team.

5. Post placement

Once a young person has transitioned into the school, there progress will be reviewed and communicated at both their Annual Review of the EHCP and through termly parents evening and reports.

6. Monitoring arrangements

This policy is monitored and updated annually by the Head of School.

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