Admissions Policy
Aurora Keyes Barn School

Policy Reference:	KBS15
Version Number:	5
Applies to:	Aurora Keyes Barn School
Associated documents:	
Approved by:	Headteacher
Implementation date:	November 2026
Next review due by:	November 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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0. Summary of changes since previous version of policy

1. Aims

This policy aims to:

Provide guidance on the admission process for parents, carers and prospective students.

Aurora Keyes Barn School is an independent specialist school for young people aged 5 to 12.

The school caters for pupils with Education, Health and Care Plans (EHCP) for additional learning needs including but not limited to, Social Emotional and Mental Health needs, ASD, ADHD, PDA, ODD, PMLD and will consider pupils from year 1 to year 6 subject to a successful assessment process.

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.

2. Legislation and statutory requirements

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 Keyes Barn 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, SENCo and School Administrator are responsible for the implementation of this policy.

The School Administrator manages referrals and arranges agreed visits to the school. The school is supported by the Placements and Business Development Managers.

5. Admissions Process

Most pupils attending Aurora Keyes Barn 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 pupils needs then arrangements will be made with the LA for the parents / carers and pupil to visit the school and/or attend an assessment.

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

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service provided at the school, the curriculum, therapeutic input as well as wider discussions about the ethos and vision of the school.

Assessments are tailored to the young person's individual needs. If appropriate, the pupil will attend on-site and join in a range of school activities, 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, arrangement 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 Keyes Barn School will pay due regard to equal opportunities and diversity and the SEND reforms 2014. Aurora Keyes Barn 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 01772 673672

7. Monitoring Arrangements

This policy will be reviewed annually or where significant changes to the process occur.

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