

## Admissions Policy



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Next review due by		April 2026

Earley Springs is an alternative provision catering for children from Nursery to Key Stage 3 with **communication and interaction needs**, including but not limited to **Autism Spectrum Disorder (ASD)** and **Speech, Language and Communication Needs (SLCN)** difficulties that significantly impact their learning.

## **Eligibility**

**Primary Focus:** Children with communication and interaction needs whose needs cannot be adequately met in a mainstream setting.

### **Eligibility Criteria:**

- **EHCP Requirement:** Children must have an **Education, Health and Care Plan (EHCP)** outlining their specific needs and detailing the provision required. This aligns with **Section 32 of the Children and Families Act 2014** and **Chapter 2 of the Code of Practice 2015**.
- **Needs Assessment:** The provision will undertake a thorough assessment to determine if the child's needs can be effectively met.

### **Funding:**

- **Local Authority Funding:** Places are primarily funded by Local Authorities.
- **Other Funding Sources:** In some cases, referrals from other institutions may be considered if they are willing and able to fund the placement.

### **Admission Process**

- **Referral:** Referrals are received from Local Authorities, mainstream schools, or other relevant agencies.
- **Initial Review:** The school's management team reviews the referral, considering the child's **EHCP** and the school's capacity to meet their needs. This aligns with **Chapter 6 of the Code of Practice 2015 on Meeting Children and Young People's Special Educational Needs**.
- **Consultation:** Consultation with current/previous schools, other professionals (e.g., therapists, health professionals), and parents/carers is conducted. This aligns with **Chapter 6.10 of the Code of Practice 2015 on Involving Parents and Carers**.
- **Informal meeting/conversation:** An informal meeting/conversation with parents/carers is conducted to discuss the child's needs, answer questions, and explore the school's ethos and approach.

- **Child meeting:** Where appropriate, the child may be invited for a visit to assess their needs and gather their perspectives (this can be combined with the informal parental/carers meeting)..
- **Assessment/trial Period:** A period of assessment is arranged to further evaluate the child's needs and determine if the provision can effectively meet their needs. This aligns with **Chapter 6.12 of the Code of Practice 2015 on Assessment.**
- **Offer of Placement:** Following successful completion of the assessment, a place may be offered to the Local Authority for funding approval.
- **Transition:** A comprehensive transition plan is developed and implemented to support the child's smooth integration into the provision environment. This aligns with **Chapter 6.14 of the Code of Practice 2015 on Transitions.**

### Parental Support

- **Home-provision Partnership:** Earley Springs emphasises the importance of strong home-school partnerships.
- **Parental Involvement:** Active parental involvement is crucial for the child's success. The provision will provide opportunities for regular communication and collaboration with parents/carers. This aligns with **Chapter 6.10 of the Code of Practice 2015 on Involving Parents and Carers.**

### Equality and Diversity

- **Inclusive Environment:** Earley Springs is committed to providing an inclusive and equitable environment for all students and staff, regardless of race, ethnicity, gender, religion, disability, or any other protected characteristic. This aligns with **Equality Act 2010** and **Chapter 6.11 of the Code of Practice 2015 on Promoting Inclusion.**

### Data Protection

- **Confidentiality:** The school will comply with all relevant data protection legislation, including the **Data Protection Act 2018** and the **General Data Protection Regulation<sup>1</sup> (GDPR)**, when handling and processing personal data.

The admissions policy will be reviewed and updated regularly to ensure it remains current, relevant, and compliant with all applicable legislation and guidance.