

Admissions Policy



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| Written by | Harriet Carter | August 2025 |
| Next review due by | | August 2026 |

Earley Springs is an alternative provision/Special School catering for children from school age (4 and 5 year old) 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.

All referrals are considered on an individual basis. Having an Education, Health and Care Plan does not guarantee a place, and decisions are made based on whether the school can safely and appropriately meet the child's needs.

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/Consultation: Referrals are received from Local Authorities, mainstream schools, or other relevant agencies.

Initial Review: The Headteacher reviews the referral, considering the child's EHCP and the school's capacity to meet their needs. This review also considers staffing capacity, specialist expertise, physical environment, and the impact on the health, safety and welfare of both the child and existing pupils. This review also considers staffing capacity, specialist expertise, physical environment, and the impact on the health, safety and welfare of both the child and

existing pupils.

Consultation: Consultation with current/previous schools, other professionals (e.g., therapists, health professionals), and parents/carers is conducted.

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/carer 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. The outcome of the assessment period will inform whether the school can meet the child's needs without compromising the provision, safety or wellbeing of others.

Offer of Placement: Following successful completion of the assessment, a place may be offered to the Local Authority for funding approval. In some circumstances, Earley Springs may determine that it is unable to offer a placement. This may include, but is not limited to, situations where the school cannot safely meet the child's needs, where appropriate staffing or specialist provision is not available, or where admitting the child would negatively impact the welfare or education of existing pupils.

All decisions are made based on evidence gathered during the admissions process and are communicated clearly to the referring Local Authority and parents/carers.

Child meeting: Where appropriate, the child's views, communication preferences and emotional readiness are considered as part of the admissions process

Transition: A comprehensive transition plan is developed and implemented to support the child's smooth integration into the provision environment.

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.

If parents/carers have concerns regarding an admissions decision, they may refer to the school's Complaints Policy, which is available upon request and on the school website.

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.

Children in care and Previously Children in care are considered in line with statutory guidance and Local Authority procedures.

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 (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 or sooner if there are changes to legislation, statutory guidance, or Local Authority commissioning requirements.