



The Parks School

Motivate • Challenge • Support

Admissions Policy

“Our mission is to inspire growth, nurture potential and support one another with passion, upholding integrity and fostering respect whilst promoting empowerment with everything we do”

ADMISSIONS POLICY

Policy Version: September 2026

Review Date: September 2027

Policy Owner: Headteacher

Approved By: Proprietors

1. Statement of Intent

The Parks School is committed to providing a safe, inclusive and supportive educational environment for young people aged 11–16 years whose needs can be appropriately met within the school's specialist provision.

The admissions process will be transparent, fair, child-centred and compliant with:

- Equality Act 2010
- Children and Families Act 2014
- SEND Code of Practice (0-25 Years)
- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children
- Data Protection Act 2018
- UK GDPR
- Independent School Standards Regulations

The school promotes equality of opportunity and will not discriminate on the basis of disability, race, religion, sex, gender reassignment, sexual orientation, pregnancy, or any other protected characteristic.

2. School Capacity

The Parks School is registered to provide education for up to 30 pupils aged 11–16 years.

Admissions will only be agreed where the school can safely and effectively meet the needs of the child without adversely affecting the education, welfare and safety of existing pupils.

3. Admissions Principles

The school will ensure:

- Every admission decision is child centred.
- Safeguarding remains paramount.
- Equality and inclusion are promoted.

- Pupil and parent/carer views are considered.
 - Appropriate support can be delivered.
 - Placements are carefully planned and reviewed (Observation and Assessment Period)
 - Reasonable adjustments are considered for disabled pupils.
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4. Referral Process

Referrals are normally received from:

- Local Authorities
- SEND Teams
- EHCP Assessment Teams
- Social Care Services
- Alternative Provision Services
- Virtual School Heads

The school will review referral information before determining whether further consultation should proceed.

5. Admission Criteria

The following factors will be considered:

Educational Need

- Whether the school can meet the child's educational needs.
- Whether appropriate curriculum pathways are available.
- Availability of specialist support. (1:1 staff support)

SEND Needs

- Education, Health and Care Plan (EHCP) requirements.
- Additional learning needs.
- Communication and interaction needs.
- Social, emotional and mental health needs.
- Sensory or physical needs.

Safeguarding Considerations

- Current safeguarding concerns.
- Child protection information.
- Missing education history.
- Contextual safeguarding risks.

- Exploitation risks.
- Risk assessments.

Attendance and Engagement

- Previous attendance history.
- Barriers to engagement.
- Reintegration requirements.
- Transition support needs.

Compatibility

- Impact on existing pupils.
- Group dynamics.
- Staffing levels.
- Available resources.
- Physical environment suitability.

Funding

- Confirmation of funding arrangements will need to be approved before placement can commence.

6. Equality and Accessibility

The school will:

- Consider reasonable adjustments.
- Promote accessibility.
- Ensure equal access to the admissions process.
- Provide information in accessible formats.
- Consider disability-related needs throughout the consultation process.

No pupil will be refused admission solely because they have SEND or a disability where reasonable adjustments can be made.

7. Information Required

The following information may be requested:

- EHCP (where applicable)
- Educational reports
- Attendance records
- Behaviour information

- Risk assessments
- Safeguarding information
- Medical information
- Social care involvement
- Professional reports
- Previous school records

The school may request additional information where necessary.

8. Admission Visits

Where appropriate, admission visits will be arranged.

Visits may include:

- Tour of the school.
- Meeting key staff.
- Meeting current pupils where appropriate.
- Discussion of support arrangements.
- Observation of the learning environment.

The school recognises that transitions can be difficult and will take a flexible and supportive approach.

9. Transition Planning

Where a placement is agreed, a personalised transition plan may include:

- Gradual introduction timetable.
- Individual risk assessment.
- Safeguarding review.
- SEND planning.
- Family meetings.
- Staff briefing.
- Support strategies.

Transition arrangements will reflect the individual needs of the pupil.

10. Fast-Track Admissions (O&A)

Emergency admissions will only be considered where:

- No alternative suitable placement is available.
- The pupil's current placement has broken down.
- Urgent safeguarding or welfare concerns exist.

Additional measures will include:

- Immediate safeguarding review.
 - Multi-agency consultation.
 - Risk assessment.
 - Initial support planning.
 - Early review meeting within 10 school days.
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11. Induction Arrangements

All pupils will receive:

- A welcome meeting.
- Introduction to staff.
- Introduction to routines.
- Student handbook.
- Timetable.
- Safeguarding information.
- Information about support available.

The school will seek to ensure pupils feel safe, welcomed and valued from their first day.

12. Safeguarding

Safeguarding is central to all admissions decisions.

The school will:

- Review safeguarding information before admission.
- Obtain relevant records promptly.
- Identify any known risks.
- Ensure appropriate support arrangements are in place.
- Liaise with relevant agencies.

Admissions will be managed in accordance with the Child Protection and Safeguarding Policy.

13. Data Protection

Admissions information will be managed in accordance with:

- UK GDPR
- Data Protection Act 2018
- School Data Protection Policy

Information will only be shared where lawful and necessary.

14. Monitoring and Review

The Headteacher and Proprietors will monitor:

- Admissions decisions.
- Inclusion outcomes.
- Transition success.
- Attendance following admission.
- Pupil progress.
- Placement stability.
- Equality and accessibility considerations.

The policy will be reviewed annually or sooner if legislation changes.

15. Related Policies

- Safeguarding & Child Protection Policy
 - SEND Policy
 - Attendance Policy
 - Behaviour Policy
 - Accessibility, Disability & Equality Policy
 - Data Protection Policy
 - Complaints Policy
 - Curriculum Policy
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