Admissions Policy

For the purposes of this policy, 'the Trust' refers to The Trust and all schools within the Trust Admissions Policy

Monitoring and review	
Author	Sara Attra
Approver	Trustees
Owner	Sara Attra, Director of Education
Most recent review date:	June 2026
Date of next review	**June 2026**
Review frequency:	Annual
Category of policy	Statutory
Who has been consulted	
Adapt or Adopt	Adapt

Document version control

Version	Changes made	Amended By	Date
1	Initial Issue		December 2024
2	Formatting changes	CMO	August 2025
3	Annual review	SAT	Sept 2025
4	Annual review – no changes	SAT	June 2026
4.1	Adapted by Manor Green School	HH	November 2026

Ascendancy Partnership Trust

Contents

Contents 2

1. Context 3

2. Legal and Advisory Framework 3

3. Aims/Scope 3

4. Definitions 3

5. Admission Process (Appendix A) 4

6. Allocation of Places (Appendix B) 5

7. Children Below Compulsory School Age (Appendix C) 5

8. Sixth Form (Appendix D) 5

9. In-Year Admissions (Appendix E) 5

10. Equalities Statement 5

11. Monitoring and Review 5

Appendix A: Admissions Process 7

Appendix B: Allocation of Places 9

Appendix C: Children Below Compulsory School Age 10

Appendix D: Sixth Form 11

Appendix E: In-year Admissions 12

1. Context

The Trust covers the full spectrum of support from early intervention and Assessment to term-time places. There is a choice and the Trust have a variety of specialist provisions so students can flourish and make significant progress.

For a child to be admitted to any of the schools making up the Trust, that school must be named, by a local authority in the child's Education Health Care Plan (EHCP)unless on an assessment placement.

The Trust will work in partnership with local authorities and parents/carers to assess the suitability of a pupil's placement. Each pupil attending a school within the Trust has the assistance of an EHC plan. Parents wishing their children to benefit from our provision should ask their local authority to propose naming one of our schools in their child's EHCP. There is no fee payable by the parents/carers for their child to attend any of the Trust Academies. The academy is unable to offer places to students whose families wish to pay such a fee.

2. Legal and Advisory Framework

This policy is based on the following advice from the Department for Education (DfE):
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/3 98815/SEND_Code_of_Practice_January_2015.pdf

The school is required to comply with the statutory guidance provided by the SEND Code of Practice, and with the law relating to admissions as set out in The Children and Families ACT (CFA) 2014; The Education Act 1996 and School Standards and Framework Act 1998.

3. Aims/Scope

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

4. Definitions

Eligibility to apply: all prospective pupils must have an Education Health and Care Plan in place with severe or profound and multiple learning difficulties as their primary need.

The normal admissions process centers on the decision of **[See Appendix A],** a panel organised and chaired by the Local Authority with representation from **[See Appendix A],** the NHS Therapy Services and other key education professionals.

Meeting need: the panel members will read the paperwork of prospective pupils and come to an agreed decision about whether the specified School can meet their needs as outlined on their EHCP.

Parental Preference**:** parents' wishes will be considered alongside whether the pupil's needs can be met with the latter taking precedence

Distance to School**:** this will be taken into account when considering an offer of placement. Primary age children's journey to school should be no longer than 45 minutes.

LAC and previously LAC status: (see below for definitions) will be considered a priority for placement by Panel if severe or profound and multiple learning difficulties are the primary need.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

5. Admission Process (Appendix A)

We would strongly encourage parents to make contact with the school before submitting an application.

See **Appendix A** for contact details.

Also it is advisable for parents to seek advice of other educational professionals e.g. current SENCO in the mainstream school.

If a parent or a young person makes a request for a particular school or college the Local Authority will then consult that school or college and must name it in the child or young person's EHC plan unless:

- the school or college is unsuitable to the child or young person's age, ability, aptitude or special educational needs

or

- the child or young person's attendance at that school, or other institution, would be incompatible with the efficient education of others

or

- the child or young person's attendance at that school is incompatible with the efficient use of resources.

If any of these conditions apply, the local authority is not required to name the requested school or other establishment in the EHC plan. If the school or college is named in the child or young person's EHC plan, that school or college must admit them.

You will receive an offer for a school place directly from your local authority i.e. a SEND officer. If you are not a resident of the local authority the school is in, decisions will be communicated to you via your local borough SEND Service

Please note; pupils will remain at their named school as they progress into the next key stage unless that school can no longer meet their needs. SEND Services may consult with parents at points of key transition.

6. Allocation of Places (Appendix B)

7. Children Below Compulsory School Age (Appendix C)

8. Sixth Form (Appendix D)

9. In-Year Admissions (Appendix E)

10. Equalities Statement

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any student and it helps to promote equality at this school.

11. Monitoring and Review

This policy will be reviewed and approved by the Full Governors every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.

Ascendancy Partnership Trust

Appendix A: Admissions Process

admissions@manorgreenschool.co.uk

Rationale

This policy sets out the principles of admissions to Manor Green School and specifies the usual protocol for admissions.

Manor Green School is a co-educational day special school for over 309 students with a diverse range of special educational needs. All students have an Education Health and Care Plan (EHCP), apart from under exceptional circumstances, where students may be referred to us for an assessment, pre-statutory school age.

The admission process starts with a Local Authority referral being received by the school and a decision to admit is subject to the funding agreement with the commissioning authority, place availability and the assessment of needs confirming that the school can meet the applicant's needs.

The Royal Borough of Windsor and Maidenhead is the "admissions' authority".

Further information can be found on their website at: http://www.rbwm.gov.uk/

Guidelines

Prior to admission, the following steps will be followed:

- Students are identified by a local authority.
- A local authority sends an application for a place to RBWM SEN Team and Manor Green School.
- Manor Green School's Admissions Panel assesses the application based on the documentation provided and if a place is available decides to conduct a visit or reject the application. The placement is considered with close regard to the student's needs, additional reports, parental views, and the views of the student
- Because of the extensive amounts of applications, priority is given to Children Looked After, Children not currently in Education, children who need specific provision (hoisting/SCERTS) that cannot be provided elsewhere and travel time and distance to school.
- If a place is available within the suitable department and is parental, young person and L.A preference, MGS may arrange an 'admission assessment visit' either at current setting or home.
- Funding and start date will be agreed with the L.A

- An admissions meeting is then organised prior to a start date to give time for any transition visits to be set up. Admissions meetings for September intake will take place in the summer term to enable new students to participate in the end-of-term transition week.

- Student begins placement at Manor Green School.
- The Initial Placement Review is held within six weeks of the commencement of the placement. This is used to confirm the appropriateness of the placement and to adjust the banding levels initially agreed, if necessary.

Appendix B: Allocation of Places

Admission number

Manor Green School is currently funded for 309 places. There is no set number of children admitted each year, as the school will admit new pupils based on numbers leaving making space and places in a key stage. Manor Green will also take account of the needs of the pupils, as although all pupils have a learning difficulty, there is range from severe to profound learning difficulty. The Head teacher will identify spaces in each Key Stage taking into account classes with learners with Severe Learning Difficulties and Sensory & Complex needs. This means a key stage may be full for a certain type of learner.

Oversubscription

Manor Green School is an oversubscribed school. All decisions on Admissions are made through the Manor Green Admissions Panel. Reasons for pupils not being offered a place will be based on:

- inability to meet their educational needs on the pupil's EHCP
- incompatible with the efficient education of others
- incompatible with the efficient use of resources.

LAC or previously LAC pupils will be prioritised if Manor Green can meet their needs.

Consultation Requests for placement at the school

All decisions on Admissions are made through the Manor Green Panel (Windsor & Maidenhead BC SEND Service).

Once an EHC plan is in place, the Local Authority will send a consultation request to the school to determine whether the pupil's needs can be met.

Reasons for pupils not being offered a place will be based on:

- the school requested is unsuitable for the age, ability, aptitude or special educational needs of the child or young person
- the attendance of the child or young person would be incompatible with the efficient education of others
- the attendance of the child or young person would be incompatible with the efficient use of resources.

Appendix C: Children Below Compulsory School Age

Manor Green School admits nursery age children.

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Appendix D: Post 16

Entrance into Post 16 (Key Stage 5)

Entrance into Key Stage 5 is dependent on suitable programmes of study being available to meet the needs of the individual student. The final decision regarding offer of a place in KS5 will be made by the school, not the student, families, or the commissioning local L.A.

Progression from Year 11 to Year 12 is not automatic for our students, as there may not always be a suitable cohort or curriculum pathway that meets the individual student's needs. This decision will be discussed as part of the Year 10 and Year 11 annual reviews, and families and the Local Authority (LA) will be informed accordingly.

From Year 9 future pathways options are discussed with students/parents as part of PFA and other agency heath/social care transition plans.

Advice and support will be available for students and parents from staff in school and external professionals to aid successful transition to next placement.

Appendix E: In-year Admissions

Parents and carers can apply for a place for their child at any time. The Manor Green Panel meets regularly throughout the year. Although most new pupils will be offered a place for the following September, there are occasions when the Panel will decide to admit the pupil midyear, subject to a place being available. For example, a child newly moved into the area and without a school place will be prioritized.

Appeals

If your child's application for a place at School is unsuccessful, you will be informed why admission was refused by your allocated SEND officer and given information about the process for hearing appeals. If you wish to appeal, you must contact your SEND Service.

Contact details for SEND Service are as follows:

- https://rbwm.afcinfo.org.uk/pages/local-offer/information-and-advice/assessmentand-education-health-and-care-planning/send-team
- https://directory.wokingham.gov.uk/kb5/wokingham/directory/service.page?id=WLvFvS y3vN4
- https://servicesguide.reading.gov.uk/kb5/reading/directory/service.page?id=djWCTbPQ 3EE
- https://bracknellforest.fsd.org.uk/kb5/bracknell/directory/service.page?id=cG3Tejl5e2Q

Parents can gain support for appeals through local parent partnership organisations:

- https://www.ias-rbwm.info/send-tribunal
- https://www.sendiasswokingham.org.uk/
- https://www.readingiass.org/
- https://www.bracknell-forest.gov.uk/children-and-family-services/special-educationalneeds/information- advice-and-support-service