



ADMISSIONS POLICY

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 275 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;
- RBWM SEN Team sends that application to 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 the placement is of interest to the student, their family and/or the local authority, Manor Green School arranges an 'admission assessment visit' – this can be to the current place of education or home;
- If a place is available within the suitable Department of the school a provision map outlining the funding requirements is submitted to the Local Authority.
- An agreement is reached with the placing authority regarding the suitability of the placement, the support required, the band level and a potential start date;

- Once the funding agreement is in place, Manor Green School arranges a school visit for the prospective student and their family. This is referred to as a 'prospective student/parent visit';
- 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.

Entrance into Sixth form (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.

Transition plans will begin to be considered and drafted from the annual review in year 9. The plan will be reviewed and revised as necessary on a yearly basis at the annual review. Advice and support will be available for students and parents, from staff in school, RBWM and independent external agencies in order to aid successful transition at the end of statutory school age.

The final decision regarding the offer of a place in KS5 will be made by the school, not the student, families or the commissioning local authority.

Implementation of this Policy

Governors and the Headteacher understand their responsibilities with regard to ensuring that this policy is implemented and that all admissions are treated professionally and fairly.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- the School Bus Compliance Manager

Equality Impact Assessment

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.

Review of Procedure

This procedure shall be subject to annual review.

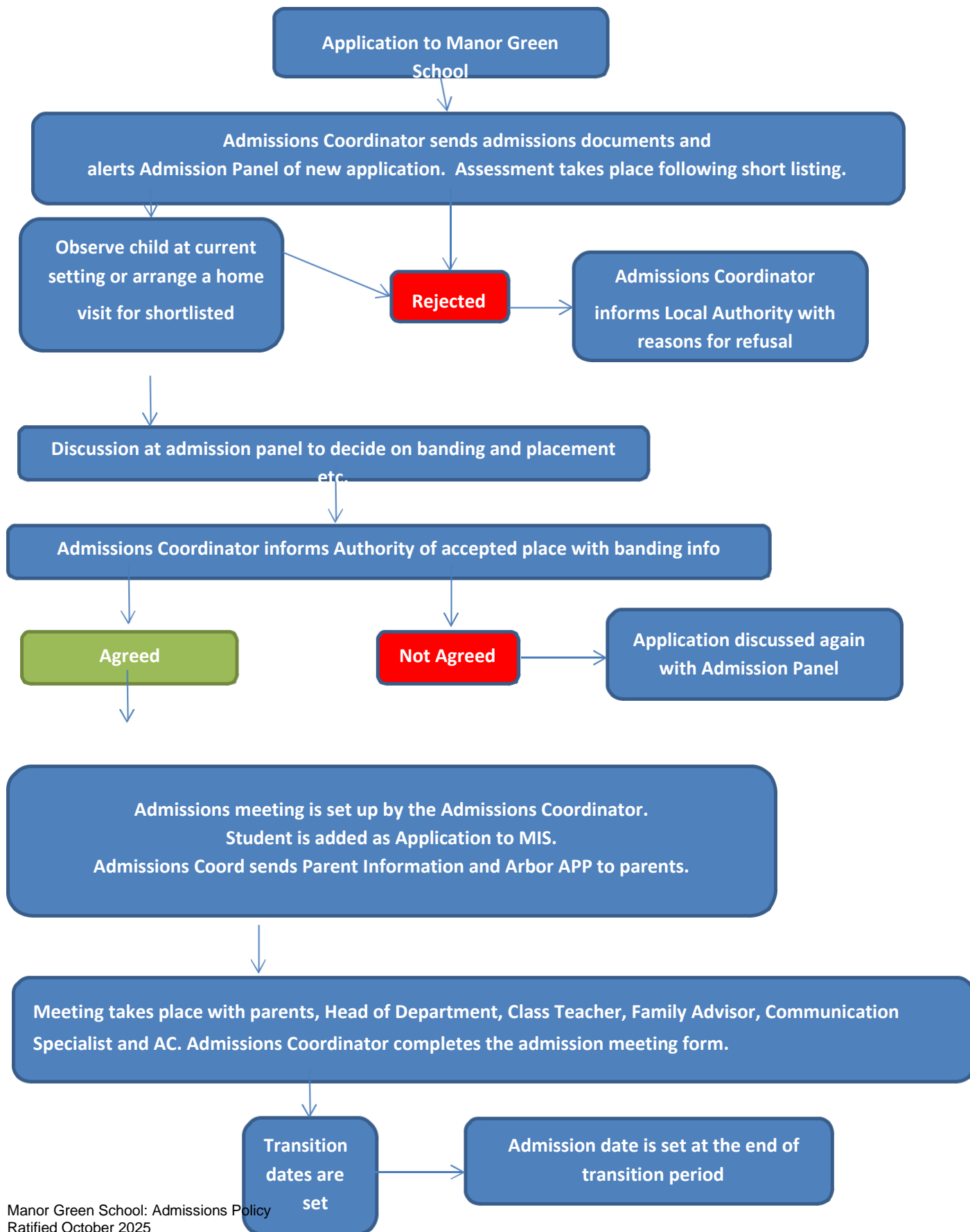
The Governing Board approved this policy on date: 9 October 2025

Signed: Colin Hayfield, Chair of Governors

Signed: Helen Hannam, Headteacher

Date of review or revision	Description	Author or reviewing officer
December 2024	No changes	Warren Griffiths

APPENDIX: ADMISSIONS' FLOWCHART



Admissions Coordinator uploads the notes from the admissions meeting to SharePoint and MIS and adds Pupil to Arbor with pupil documents, primary need, Class, LA, FTE and UDF info.



Class Teacher informs the Data Manager on the day the student arrives at school



Data Manager admits the student.
If the previous school is unknown/non-existent, Data Manager generates the UPN (Unique Pupil Number) and updates MIS



Data Manager (Admin Assistant/Reception) contacts the previous school and requests a CTF
Data Manger uploads the CTF
Exams Officer enters the House & generates a ULN (Unique Learner Number) if student is 14+

Data Manager completes the in year transfer link and sends it to the LA

Data Manager updates: class list, photo consent report. Earwig, Behaviour Watch and Safeguard My School are updated automatically once the student has a UPN

(PP) Pupil Premium – If parent(s) believe they are eligible for PP, they will return the completed form to school. Finance Administrator (Income) will enter the information to OFSM (government web site) and then update MIS