



Admissions Policy

Approved	30/1/24
To be reviewed	30/1/27
Signed (Chair of Governors)	
Signed (Proprietor)	

Introduction

Section 19 of the Education Act 1996 provides that – each local education authority shall make arrangements for the provision of suitable education at school for those children of compulsory school age who by reason of exclusion from school or otherwise, may not for any period receive suitable education unless such arrangements are made for them. Section 19 provision includes Pupil Referral Units.

Little Kinvaston School offer places for:

A) Children from Staffordshire schools or of Staffordshire residents who have been permanently excluded from high school. A permanent exclusion is when a pupil is removed from a school permanently and their name is taken off the school roll. In these cases, the Local Authority must arrange full-time education for the pupil from the sixth school day. Little Kinvaston School offer for permanently excluded children following the 6th day of a permanent exclusion.

B) Children who are unable to secure a place in a Staffordshire School or academy and are placed with LKS through the In Year Fair Access Protocol.

These places are not available for parental request for a pupil to be placed directly into LKS. If you feel your child would benefit from a place at LKS you need to discuss the matter with your child's current school.

School Places as an Alternative to Permanent Exclusion.

Maintained schools have the power to direct a pupil offsite for education to improve their behaviour. Regulations require that the school's governing body must ensure that parents/carers are given clear information about the placement: why, when, where, and how it will be reviewed. At LKS we offer alternative provision for Staffordshire children at risk of exclusion in Y5-11. The pupil remains on the role of both the mainstream school and LKS. We work collaboratively with the family and school to assess the pupil's needs to determine future provision. The mainstream school funds this place.

Where admission is required as a Staffordshire resident who is at significant risk of permanent exclusion from a Staffordshire school, the child's current school can refer through LKS referral system. Initially this will involve support and advice from the Pastoral Team and if appropriate a preventative placement at LKS in order to reduce the risk of exclusion. The child will remain on the role of the school in the hope that they may return if appropriate. These placements are funded by the mainstream school. This will be reviewed on a half termly basis and may include formal EHCP assessment of the pupil. Following this the pupil could be offered an extended placement at LKS. This will require joint agreement from the parent, mainstream school and LKS. The mainstream school will continue to fund this placement.

Students with an Education, Health and Care Plan

Placement Process Students must have an Education, Health and Care Plan that includes an SEMH identified need in order to qualify for an EHCP placement at Little Kinvaston School. Students with EHCPs will have had a mainstream placement whether at primary or secondary level and undergone a statutory assessment by the Local Authority for an EHCP. Students are referred to us for admission consultations from Primary and Secondary SEMH special schools from different Local Authorities as well as from mainstream settings and PRUs where their needs can no longer be met. The Headteacher and SENCO are sent admissions consultation documents for each student by the LA. The parents/carers and student are invited to come into LKS for a visit and a meeting with an allocated member of the Senior Leadership Team. All visits take place during the school day, allowing for parents/carers and student to be able to have a full experience of the school's learning environment. Students offer of placements are dependent on availability of places within the appropriate year group and whether the student's needs can be met by the school. All decisions are made in collaboration with all stakeholders and take into consideration not only the needs of the referred student but the needs of all other students at the school. If all parties are in agreement that the placement is appropriate for the student, arrangements are made by the school and the LA for an agreed admissions process and starting date. Admissions take place throughout the year, ideally at the start of each new term.

Placement Review A review of the student's progress and placement suitability takes place between six to eight weeks after admission. This allows parents and school to assess whether the placement should be continued.

COMPLAINTS PROCEDURE

Any complaints regarding this policy should be dealt with in accordance with the Little Kinvaston School complaints procedure.