



Ashley Park School Admissions Policy – 2025/26

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1.0 INTRODUCTION

Implementation: It is the responsibility of line managers to ensure that staff members are aware of and understand this policy and any subsequent revisions.

Compliance: This policy complies with all relevant regulations and other legislation as detailed in the *Compliance with Regulations & Legislation Statement*.

2.0 REFERRALS

1. We accept referrals from Local Authorities (LA).
2. We are able to give parents information regarding our assessment and admission process, however, we are unable to accept referrals from parents, unless they intend to pay fees privately. We encourage parents to engage in a dialogue with their local authority and make a joint application.

3.0 ASSESSMENT PROCESS

1. Once a referral has been received from a LA, the paperwork will be read by a senior manager and discussed at the weekly Referrals, Admissions and Assessment meetings. If the pupil does not meet the admission criteria (Appendix 1) or there are no places available, a letter will be sent to the Local Authority to inform them that the referral is not going to be followed up.
2. If the referral is suitable for assessment, a date for an initial tour of the school will be set between the school and the family. This will consist of a tour around the school for parents, and child if appropriate; with a chance to ask questions about the school. There will be a clear line point of contact at the school for parents to ask any follow up questions they may have after visiting.
3. After the visit to the school, if both the school and the family would like to go ahead with an assessment, a date will be set for an Assessment Visit.
4. An assessment process will be arranged to decide if Ashley Park School would be an appropriate placement. This process may include:
 - a. attendance at the school in a suitable class group
 - b. observations by the class teacher, a speech and language therapist or a member of the management team,
 - c. a visit to the family and child at home,
 - d. a visit to the current educational placement
 - e. a multi-disciplinary meeting at school where all professionals involved share information about the assessment.

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5. Once the assessment process has been completed and all relevant information has been gathered, decision will be made as to whether Ashley Park School will be an appropriate placement for the child.

The decision will be made in line with the Code of Practice:

- a) Special Educational Needs – can the school meet the child's needs?
 - b) Resources – would the placement be an inefficient use of resources?
 - c) Current pupils – would the placement be incompatible with the efficient education of the other children with whom the child will be educated?
6. The LA will be notified in writing of the outcome of assessment within 10 working days of completion of the assessment process. NB. The process is deemed to be completed when all information has been gathered, which may or may not be the date of the assessment appointment.
 7. If Ashley Park School is able to meet the child's special educational needs, an offer of a place, a start date and the proposed fee will be suggested to the LA. When the LA confirms that the offer of a place is going to be taken up, Ashley Park School will send a letter confirming this to the LA and to the parents.
 8. The LA is responsible for making transport arrangements with the parents and will inform the school accordingly.
 9. Transition plans will be made with the LA, the current school placement and the parents. This will include a social story for the pupil to prepare them for the relevant class group and communication with parents over any issues or worries they may have.

4.0 CRITERIA FOR ADMISSION

For Consideration for Admission to School:

- The child's needs should arise out of their autistic spectrum disorder, and some other related pervasive developmental disorders.
- The child will have a Statement of Special Educational Needs, issued by their Local Authority (Education, Health and Care Plan).
- The Local Authority will accept financial responsibility for the pupils' education at Ashley Park School.
- The child will have the commitment and support of their parents/carers to the educational approach used at Ashley Park School through parents agreeing to the home/school contract.
- The school is suitable for the child's age, ability and aptitude.
- The child's attendance at school would be compatible with the provision of efficient education for the children with whom the child would be educated.
- The attendance of the child at the school would be compatible with the efficient use of school resources.
- Admissions are made on the basis of availability of placements, taking into account the above factors, plus a child's level of functioning, learning difficulties and age.

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