

MEADOWCROFT SCHOOL POLICY

Admissions

MC 03

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Owner Job Title	SEN Lead



Meadowcroft School Admissions Policy

Introduction

Starting school, or moving from one school to another, can be a challenging time for both children and their families. At Meadowcroft School, we aim to make this process as clear and supportive as possible.

We welcome applications from all students, regardless of gender, race, disability, or special educational needs (SEN). Our key consideration is whether we can meet the child's individual needs effectively, without negatively affecting the education or safety of other students.

If specialist provision is required that we are unable to provide—due to limited resources or local availability—this may affect our ability to offer a place.

Our goal is to create a safe, supportive environment where every child can achieve their personal best. We work in close partnership with students, families, carers, and Local Authorities (LAs) to ensure admissions decisions are transparent and fair.

Rationale

“Special Educational Needs” (SEN) refers to children and young people who have learning difficulties or disabilities that make it harder for them to learn or access education than most children their age.

Some students may also present challenging behaviour, including aggression towards peers or adults. Meadowcroft School recognises these challenges and considers them carefully in the admissions process to ensure the right support is in place.



Aim

To provide an admissions process that:

- Identifies each student's needs accurately
- Decides whether the school can meet these needs safely and effectively.
- Ensures a smooth, supportive transition into the school community.

Objectives

- Establish clear and fair criteria for admission.
- Confirm that Meadowcroft is an appropriate placement.
- Work in partnership with students, families/carers, and professionals.
- Prioritise safeguarding and wellbeing at all stages of the process.

Admission process

We look for students who have potential to thrive in our community and who are willing to engage with the opportunities available.

Step 1 – Referral

- A written referral is submitted by the Local Authority (LA), including an up to date EHCP and detailed SEN documentation.
- The SEN Team reviews the information.

Step 2 – Information Gathering

- The SEN Team collects further details and carries out an initial risk assessment.

Step 3 – Initial Assessment

- If appropriate, the student and their family/carers are invited for an initial assessment at school.



- Following the assessment, the SEN Team may:
 - Invite the student for a second assessment.
 - Offer a placement.
 - Decline the referral (with reasons explained to the LA).

Step 4 – Placement and Induction

- If a placement is agreed:
- The school confirms the offer and starts date with the LA.
- An induction period begins, during which:
 - A full risk assessment is completed.
 - An Individual Education Plan (IEP) is prepared.
 - Parents/carers complete the New Pupil Starter Pack with support from our SENCO.
- Once induction is complete and documentation is in place, the student formally starts at Meadowcroft.

Responsibilities

The school will:

- Carry out a fair and thorough admissions process.
- Communicate clearly with the student, family/carers, and professionals.
- Ensure safeguarding considerations are central to admissions decisions.
- Prepare induction plans and support the student's transition.

The Local Authority (LA) will:

- Name Meadowcroft School in the student's Education, Health and Care Plan (EHCP).
- Provide all relevant, up-to-date advice and information.
- Agree contractual arrangements.
- Work with the school to review progress.

Legislation

Meadowcroft School is part of Acorn Education and Care, which is the admissions authority. Admissions arrangements are governed by:

- The **School Admissions Code (DfE, 2021)**.



- The Equality Act 2010 (covering sex, race, disability, religion and belief).
- All other relevant education and safeguarding legislation, including *Keeping Children Safe in Education (KCSIE)*