

# Admissions Policy

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| <b>Applicable to</b>         | Whole school   |

# Admissions Policy

Millgate School provides a broad, ambitious and child centred education for pupils from the age of 7 years to 16 years. The majority of our students have an EHCP which identifies social, emotional and mental health as a special educational need. This need is often co-occurring with sensory, cognition and learning and language and communication needs.

Students join our setting at different points of their educational journey at the point that an annual review process and RAP (resource allocation panel) have agreed the need for a special school placement. We work with Leicester City's Local Authority to place children from within the city, as well as Leicestershire, Rutland and Derbyshire.

## 1. Aims

This policy aims to:

- Explain how special school places are allocated
- The role of the local authority and school in placing children
- Make clear the crucial involvement and viewpoint parents and carers have in selecting a school

## 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The admission process also follows the guidance and values set out in the Leicester City SEN Code of Practice.

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

## 3. Allocation of places

### 3.1 Route for admissions

Once the decision to seek a placement in a special school has been finalised then schools will be approached/consulted by the Local Authority Special Education Service (SES) to determine whether or not they can meet the needs of the student as set out in the EHCP.

Parents are also entitled to give an opinion about their preferred school and we would encourage all parents to book in a tour at any time during the EHCP to placement journey.

When consultation paperwork regarding a young person is received from SES, this is considered by school leaders and a visit to meet the young person is arranged. This may be a visit in their current setting or home. We also plan a school tour for the prospective student, family and care network.

In consultation with leaders, the head teacher makes the decision on the school's ability to meet need and offer a place. This decision is then shared with SES who share this with parents/carers.

Families will then be visited by one of our family support workers who support with completing admissions paperwork and addressing any queries parents and carers may have. A transition timetable or sequence of visits will be arranged at this point where we find the input of parents, carers and the young person absolutely pivotal.

### **3.2 Admission number**

The school has an agreed pupil allocation number (PAN) of 120 places. Spaces sometimes become available during the year, but the bulk of admissions begin at the start of an academic year. Around 20-25 places become available at this point and are agreed from January onwards for a late August start.

### **3.3 Oversubscription criteria**

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

In the event that the school receives consultation paperwork for more potentially appropriately placed children than the number of places it has available, places will be given to looked after children and all previously looked after children who apply for a place at the school, as a priority. Places will also be decided based on year group/class sizes.

### **3.4 Fair Access Protocol**

We participate in Leicester City's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

## **4. Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

[schoolappeals@leicester.gov.uk](mailto:schoolappeals@leicester.gov.uk).