



OFG
Education

ADMISSIONS POLICY

Glebedale School

Review: September 2027

Glebedale School Admissions Policy 2026-2027

Glebedale School is an independent day special school for pupils aged 7 to 16 years, who have social, emotional, mental health and other complex needs. The school will admit children with an EHCP, where the school is named, and where there is a place available and where they can meet needs as specified in the EHCP.

Referrals are usually made by Local Authorities or Social Services and can be made at any point during the academic year through direct contact with the school.

Admission Criteria

The admission arrangements are determined by Outcomes First Group in conjunction with the Head Teacher of Glebedale School.

The published admission number (PAN) for Glebedale School is 40.

Following referral, all information about a prospective student will be considered before deciding if their needs can be met by the school. Factors taken into account, include the following criteria:

1. Children who are in the care of a Local Authority or are provided with accommodation by that Authority in accordance with Section 22 of the Children Act 1989. (A letter from the Children's Services Department confirming the child's status must be provided.)
2. The school will admit a student whose final Statement of Special Educational Needs/EHCP names the school, with our prior agreement.

Glebedale School tries to ensure that students are placed as quickly as possible once a place has been offered. At the time of receiving an offer of a school place parents/ carers will be advised of the process for starting school.

Admissions Procedures

As much information as possible will be sought at the point of referral to inform assessment as to whether the referral is appropriate and as to whether the school is able to meet the needs of the young person. Information sought should include:

- young person's name;
- age and date of birth;
- ethnic background, cultural needs, religious needs/persuasion;
- health needs & history
- educational history, needs, current provision, support received & required including whether there is a statement of special educational needs proposed educational plan;
- risk issues, level of supervision required, establish if any history of self-harm/suicide, history of volatile and aggressive behaviour, child protection issues, risks presented by third parties;
- expectations and requirements sought by the placing authority to meet the young person's needs;
- the name, address and telephone number of the young person's case accountable

social worker (if applicable);

- the young person's legal status;
- the young person's and their family's social history;
- any special issues e.g., restriction of contact, child protection and - criminal history (if any) and whether any existing criminal proceedings are outstanding.

The information provided will assist the Headteacher in their assessment as to whether a school placement is viable and appropriate. The Head will consider whether the school has sufficient staffing in terms of number and experience to manage such admission both in terms of the individual young person's needs and respect of the potential impact that the admission may have on existing group dynamics.

The Admissions Register

The young person's details need to be entered into the school admissions register and accompanying information filed. This gives particular information about pupils who are currently registered as attending our school. The register will comprise information that is compliant with regulations set out in the education (pupil registration) (England) regulations 2006, the admission register will contain:

- Name (inc middle names) Surname
- Date of Birth
- Year Group
- Gender
- Ethnicity
- Name and Address of all with PR • Parent/Carer with whom learner resides
- Emergency Contact Numbers (Social Worker)
- SEN Y/N • LAC Y/N • EAL Y/N
- Pupil Premium
- LA - Funded
- LA - Referred
- Date of Admission
- Previous School & Leaving Date
- Any Readmission Date
- Leaving Date
- An indication of boarding/care order or day attendance (external placements)

Legislation

This policy takes account of all relevant legislation including the legislation on sex discrimination, race relations, and disability, together with all relevant regulations and the School Admissions Code (DfE 2010).



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