



# **Admissions Policy**

Document Control Information					
<b>Document Title</b>		Admissions Policy			
<b>Organisation / Site</b>		Hawthorns School			
<b>Review Period:</b>		Annual - consult if any changes or at least every 7 years			
<b>Document Owner and Reviewer:</b>		Head of Site			
<b>Approval Committee</b>		Governors			
Revision and Approval History					
Author	Summary of changes	Issue	Date Applicable From	Approved by	Date of Next Review
R Righini	New Document	1819	01/09/2018	Govs	31/08/2019
R Righini	Doc review – no changes	1920	01/09/2019	Govs	31/08/2020
R Righini	Doc review – no changes	2021	01/09/2020	Govs	31/08/2021
P.Coiffait	1.1 Designation expanded to reflect current pupil population profile 5.1 Clarity of Admissions Authority as Tameside 5.3 Consideration of impact on existing pupils clarified, as per Code of Practice	2021	01/09/2021	Govs 11/03/2021	31/08/2022
Equality Impact					
<b>Statement</b>	<p>We welcome feedback on this document and the way it operates. We are interested to know of any possible or actual adverse impact that may affect any groups in respect of any of the equalities act 2010 protected characteristics.</p> <p>The person responsible for equality impact assessment for this document is the Director of Equality and Diversity.</p>				
<b>Screening</b>	<p>This document has been screened by the Equality Team and the impact has been assessed as:</p>				



- |                          |                |
|--------------------------|----------------|
| <input type="checkbox"/> | Not applicable |
| <input type="checkbox"/> | Low            |
| <input type="checkbox"/> | Medium         |
| <input type="checkbox"/> | High           |

## 1. Purpose

1.1. Hawthorns School is a special school which provides up to 140 places for pupils and students of both sexes between the ages of 4 and 11 with a range of primary needs, *including:*

- Children identified with a range of Moderate Learning Difficulties (MLD)
- Children identified with Speech Language and Communication Needs (SLCN)
- Children diagnosed with Autistic Spectrum Disorder (ASD)
- Children with Special Educational Needs and Emotional Regulation challenges

The purpose of this policy is to explain the admission arrangements that are in place.

## 2. Scope of Policy

2.1. This policy applies to anyone wanting to request a place for a child in our organisation. It sets out the route to be followed when applying for a place for a child with an EHCP.

## 3. Reason for Review

3.1. This policy was reviewed to simplify the document for ease of reading. It still takes into account statutory guidance/advice as follows:

3.1.1. School Admissions Code 2014

## 4. Aim(s):

4.1. This policy aims to support families in accessing the information they need to know and to have a thorough understanding of the process of applying for a place at our school.

## 5. Procedures and practice

5.1 All admissions to Hawthorns School are made through Tameside Metropolitan Borough Council, who is the admitting body. It is possible for pupils from other Local Authorities to attend our school, but only with the agreement of both the pupil's Local Authority and that of Tameside MBC.

5.1. LAs should note that the contact email address for consulting the school on naming the school in a child's Education Health and Care plan (EHCP) is [admin@hawthorns.tameside.sch.uk](mailto:admin@hawthorns.tameside.sch.uk)



- 5.2. For a child to be admitted, Hawthorns School must be named by an LA in the child's Education, Health and Care Plan (EHCP) following due consultation with the Head at Hawthorns, though we may admit a young person without an EHCP if:
- 5.2.1. the child/young person is admitted for the purposes of an assessment of educational needs under Section 34(5) of the Children and Families Act 2014 and the responsible LA, the head teacher or principal, the parents or young person and anybody else whose advice is required to be obtained, have all agreed to the child or young person's admission;
  - 5.2.2. the child/young person remains admitted following an assessment under Section 34(6) of the Act ; or
  - 5.2.3. the child/young person is admitted following a change in his/her circumstances, with the agreement of the LA, head teacher or principal and the child's parents/carers.
- 5.3 Decisions around pupil admissions during the school year have to be carefully considered by Tameside LA, Hawthorns School and the New Bridge Trust. The LA is responsible for the efficient use of resources and therefore must have regard to the total number of places available at the school without prejudicing the existing pupils. The school has to ensure an effective transition to an appropriate age group and pathway provision, where available.

## **6. Sources and references**

- 6.1. Admissions Code 2014

## **7. Other useful documents**

- 7.1. Equality Act 2010

## **8. Monitoring**

- 8.1. This policy will be monitored through the MAT's accountability framework.

