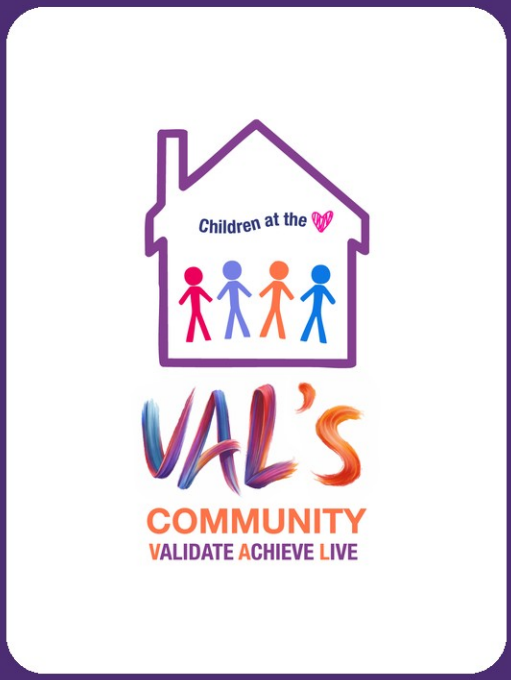

Admissions Policy

Harlescott House School

Last reviewed: 1 September 2026

Headteacher | Education Director

Contents:

1. Statement of intent
2. Legal framework
3. Roles and responsibilities
4. Admissions procedure
5. Referrals
6. The admissions register
7. Monitoring and review

Statement of intent

A pupil's education is one of the most important parts of their life, and at Harlescott House School we endeavour to ensure all pupils have access to a robust and well-rounded curriculum. This policy outlines the school's procedures for admissions. The process is fair and in-keeping with the school's obligations under the Equality Act 2010 and the Education Act 1996. The school promises to provide all admitted pupils with a safe environment to learn and develop.

Legal framework

This policy has due regard to relevant legislation and statutory guidance, including:

- Education Act 1996
- Education and Skills Act 2008
- Equality Act 2010
- Children and Families Act 2014
- The Education (Independent School Standards) Regulations 2014 (as amended)
- The School Attendance (Pupil Registration) (England) Regulations 2024
- DfE, "Independent School Standards Guidance" (April 2026)
- DfE, "Registration of Independent Schools" (September 2026)
- DfE, "Keeping Children Safe in Education 2026"
- DfE, "Working Together to Safeguard Children"
- DfE, "Working Together to Improve School Attendance" (July 2026)
- DfE, "Children Missing Education" (September 2025)
- Special educational needs and disability code of practice: 0 to 25 years
- UK GDPR and the Data Protection Act 2018

This policy operates in conjunction with the following school policies:

- Attendance and Absence Policy
- Safeguarding and Child Protection Policy
- SEND Policy
- Data Protection Policy and Privacy Notices
- Complaints Procedure
- Behaviour Policy

Roles and responsibilities

The proprietor is the admissions authority. Admissions arrangements and decisions will be lawful, transparent, consistent and non-discriminatory, with due regard to the Equality Act 2010, the Children and Families Act 2014 and the Independent School Standards.

The proprietor is responsible for:

- Ensuring there is a robust appeals procedure in place, in the event of a parent/carer or Local Authority appealing the decision to not offer their child a place at the school.
- Ensuring that all provisions are fair and do not discriminate against any protected characteristic.
- Ensuring any appeals made on the grounds of discrimination against disability will be handled by a tribunal.

The headteacher is responsible for:

- Collaborating with the Education Director /proprietor of the school to agree on set admissions arrangements for the school.
- Establishing the admissions arrangements for the school within this policy.
- Ensuring this policy is approved by the governing board and proprietor before being circulated to key stakeholders.

Admissions procedure

Applications must be made in writing using the school's application form, available from the school office. The school will acknowledge applications and explain any information required to assess whether it can meet the prospective pupil's needs safely and effectively.

Applications may be submitted throughout the year. Where information is incomplete, the school will request the missing information and will not determine the application until sufficient evidence is available. Information requests will be necessary, proportionate and handled in accordance with data protection law.

Questions about the form or admissions process should be directed to the headteacher or school office using the contact details published by the school.

Before offering a place, the school will consider:

- Whether the school can meet the pupil's education, health, wellbeing, safeguarding and support needs.
- Whether reasonable adjustments and appropriate support can be put in place for a disabled pupil.
- Whether admission would create a risk of significant harm that cannot be reduced to an acceptable level through reasonable and proportionate measures.
- Relevant professional advice, including the views of the pupil, parents or carers, the local authority and other agencies, where appropriate.

It is best practice if all admissions are planned, and the young person has the opportunity to visit the school prior to admission to meet staff and other young people. The aim, of any admission, must be to inform the young person about the school, its ethos, and the expectations of the school.

It should be recognised that the young person may be ambivalent at best about the school and that because of this they may well not take in all the information given – to this end, further information will need to be offered at a later date.

For every new admission, the school will develop and implement an individual transition plan based on the pupil's assessed needs. The plan will be prepared with the pupil, parents or carers, the placing local authority and relevant professionals, as appropriate, and will address education, SEND, health, communication, safeguarding, behaviour, wellbeing, risk management and reasonable adjustments. It will identify responsible staff, agreed support, timescales and review arrangements, and will be updated as the pupil's needs become better understood.

Fees must be paid in accordance with the parent or placing authority's contractual agreement. Any action in response to arrears will follow that agreement, applicable law, the school's safeguarding duties and the pupil's best interests; a pupil's place will not be withdrawn without appropriate notice and consideration of welfare and continuity of education.

The termly fees for the school are as follows:

Phase	Deposit	Autumn term	Spring term	Summer term

All fees will be paid in full on the following dates:

- **Deposit: date**
- **Autumn term: date**
- **Spring term: date**
- **Summer term: date**

The school may withdraw an offer where an application contains material information that is fraudulent or deliberately misleading. Before doing so, it will consider the evidence, allow the applicant a reasonable opportunity to respond, record the decision and provide reasons.

The school will not discriminate against a prospective pupil because of disability or any other protected characteristic. It will consider reasonable adjustments and appropriate provision case by case. Where a pupil has an education, health and care (EHC) plan and the school is consulted or named, the school will cooperate with the local authority and follow the statutory EHC-plan process. If the school concludes that it cannot safely and appropriately meet a pupil's needs, it will provide clear reasons, identify the evidence considered and explain the school's complaints procedure and any applicable statutory review or appeal route.

Referrals

Young people may be referred to our school at any time during the academic year in one of two ways:

- Via Harlescott House School/ Via Referrals Team
- Via a Local Authority

As much information as possible will be sought at the point of referral to inform assessment as to whether the referral is appropriate and 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.
- Gender.
- 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.

The information provided will assist the Headteacher in her assessment as to whether a school placement is viable and appropriate. The Headteacher 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.

Should a referral be accepted for admission, the school will notify the finance department as soon as practically possible in order that the appropriate contract arrangements can be administered with the relevant placing authority.

The admissions register

The school will keep an up-to-date admissions register of pupils in attendance at the school.

Monitoring and review

This policy will be updated every three years or sooner if there are any changes in legislation or practice by the headteacher.

All changes to the policy will communicated with all relevant stakeholders.

The next review date for this policy is 01/09/2027