



Admissions Policy

Mission Statement 'working together to achieve the best outcome'

Lexden Springs Residential Special School accepts pupils from age 3 -19 years of age who have (or are in the process of receiving) an Education, Health & Care Plan. These define the need for access to a broad and balanced curriculum including the National Curriculum with the emphasis on developmental aspects.

Principles:

- Admissions will usually only be made after receiving the Education, Health & Care Plan and all recent advice.
- In Exceptional Circumstances admissions may be made without a statement upon the advice of an Educational Psychologist's report and any appropriate medical reports. E.g. Children of nursery age or children arriving from abroad.
- The school will meet with parents or carers of the child and the child prior to admission possible.
- The school will feedback comments about the suitability of the placement to the LA within a time limit set by the LA. If the school feels it is appropriate not to offer a place, the LA must be given the reasons for that recommendation.
- The LA will make the final decision regarding the placement, taking into account the school's views and capacity and will then make the necessary arrangements.
- Any disagreements between the LA and the school will be taken to a specially convened Pupil and Personnel Committee for their consideration.

Nursery Provision

Our Nursery provision follows the same process as above although some pupils will not have their Education Health and Care plans in place but will have started the process. See Exceptional Circumstances above.


Starting primary school for the first time

If your child is due to start primary school and already has an Education, Health and Care Plan (EHCP), they will be allocated a place by the Statutory Assessment Service.

A consultation with the Statutory Assessment Service, schools and parents will take place and a school will be named in the statement or EHCP. You should not make an application for a primary school place.

If your child is in the process of being considered for a statement or EHCP you should still make an application through the reception admission round process. However, please email admissions@essex.gov.uk to inform us your child is going through this process. © Essex County Council 2016

This information was taken from <http://www.essex.gov.uk/Education-Schools/Schools/Admissions/Pages/SEN-Application-Process.aspx>

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Approved:	 SHIRLEY CROFT

Appeals against admission decisions

Parents have the right to appeal against admission decisions to an Independent Appeal Panel.

Information about how to appeal against a refusal of a school place will be sent with the offer pack. Notice of appeal should be sent to the Clerk to the Independent Appeal Panel, PO Box 11, Chelmsford, CM1 1LX.