

# The Federation of Heathfield and St Francis Schools



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Executive Headteacher  
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## STATUTORY POLICY

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### The Federation of Heathfield and St Francis Schools Admissions Policy

Policy by: Rachel Weldon, Executive Headteacher

Date: September 2020

Signed:   
Chair of Governors: Chris Mouat

To be reviewed: Annually

## ADMISSIONS POLICY

The Federation is a group of two special schools comprising of Heathfield and St Francis Schools, both committed to meeting the educational needs of children who have an Education, Health and Care Plan. These needs include moderate, severe and profound learning difficulties and a wide range of associated difficulties such as, attention deficit hyperactivity disorder, autism spectrum disorders, sensory and physical impairments.

Admissions may be made at any time during the school year but the majority take place in September. All admissions are made in accordance with the current national legislation relating to pupils with special needs via the Local Authority (LA). The Federation's home LA is Hampshire County Council. Information can be found here:

<https://www.hants.gov.uk>

The school is funded to provide a specific number of places by the LA. There are no prescribed place numbers relating to the category of learning difficulty, year of entry or key stage, although an appropriate balance will always be sought. The school may, in certain circumstances, agree to admit pupils beyond its pupil admissions number if it is confident that, in so doing, the needs of the pupils in the group are not compromised and appropriate agreement is reached concerning funding for additional place provision.

All admissions are administered by Hampshire LA. Occasionally, admissions may be agreed for children from neighbouring authorities.

Following a request for placement from the LA, the Executive Headteacher or Heads of School may consult with school staff and other professionals beyond the school, as to the suitability of the placement.

Where a vacancy exists and it is felt that the Federation is an appropriate provision to meet the child's needs, parents/carers and the prospective pupil are invited into the relevant school for an admissions meeting.

At such time parents will be given an Admissions Pack, if they have not already received one through the post, and an opportunity to view the school. Appropriate transition arrangements will be discussed; all parents are informed that they are welcome to return or call the appropriate school at any time to talk further with the senior leadership team should they wish.

Places are offered subject to availability and to the suitability of the placement to meet a child's perceived educational needs.

When parents formally request a place for their child, and this is agreed, a letter of confirmation is sent by the appropriate LA. The LA will then make transport arrangements on receipt of

paperwork from the school, if applicable. If the pupil is transitioning from another school, then that school will be contacted to agree appropriate transition arrangements.

Issues relating to offers of a place by the LA which conflict with parental preference or requirements will be dealt with by the authority through the accepted procedure, including, if necessary, via Tribunal.

### **Helpful to Know**

- Parents and carers are very welcome to visit either school. Please ring the relevant office during school hours to arrange an appointment:  
Heathfield - 01329 845150  
St Francis – 01329 845730
- Paperwork for school transport will be completed by the relevant school.
- If there are a number of admissions pending in Early Years, it may be necessary to allow an interval between the starting dates of the children concerned, and to implement a “rolling admissions programme”. This is to ensure a smooth settling in period for all new entrants.
- The Federation of Heathfield and St Francis Schools SEN Policy and Information Report contains further and detailed information regarding both schools.