# ADMISSIONS POLICY & PROCEDURE

**This policy applies to the whole school**

*The Policy is available to the school staff on the 'Staff Shared'*

**We have a whole school approach to safeguarding, which is the golden thread that runs throughout every aspect of Landon school. All our school policies support our approach to safeguarding (pupil protection). Our fundamental priority is our pupils and their wellbeing; this is first and foremost.**

**Scope**: All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours, including activities away from school. All new employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this via the signing of their employment contract.

**Legal Status**: Complies with The Education (Independent School Standards) (England) Regulations currently in force.

**Monitoring and Review**: These arrangements are subject to continuous monitoring, refinement, and audit by the Headteacher. The Proprietor and Advisory Board will undertake a full annual review of this document, inclusive of its implementation and the efficiency with which the related duties have been implemented. This review will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed arrangements and it will be made available to them in writing or electronically.

Policy Agreed: September 2025
Date Published: September 2025
Next Review: September 2027

Signed:

| | | |
|---|---|---|
| J. Tranter | A Thompson | K. Thompson |
| Mr Jody Tranter<br>Headteacher | Mr Andy Thompson<br>Proprietor who is the Chair of the Advisory Board | Katie Thompson<br>Proprietor's agent |

## Introduction

Landon School is a special educational needs school for children and young people with autism spectrum disorder (ASD), severe learning difficulties (SLD), complex learning difficulties (CLD), and profound and multiple learning difficulties (PMLD). We are committed to providing a highly personalised and supportive educational experience for every student, where pupils can reach their full potential while having their specific needs met in a safe, nurturing environment.

We want to ensure that all our young people have purposeful and enjoyable experiences at Landon while preparing them for meaningful adult living. Our admissions process is designed to ensure that we can meet each child's individual needs and that Landon School is the right placement for them.

## Admissions Criteria

Landon School admits pupils aged 5-18 years who:

- Have an Education, Health and Care Plan (EHCP) that names Landon School
- Have a primary diagnosis of autism spectrum disorder (ASD)
- They may also have diagnosed severe/complex/profound learning difficulties

- Can benefit from the highly specialist provision offered by Landon School
- Whose needs can be met by the school's facilities, staff expertise, and resources
- Whose placement at Landon School would not adversely affect the education and welfare of other pupils
- Are independently ambulant or able to move around with minimal support.

We welcome applications from pupils residing in any local authority area, subject to the placing local authority agreeing to fund the placement and name Landon School in the child's EHCP.

## Referral and Application Process

Applications to Landon School can be made by:

- Local authorities as part of the annual EHCP review or new EHCP consultation process
- Parents/carers requesting that their local authority considers Landon School as a placement option

All referrals should include:

- A current Education, Health and Care Plan
- Recent annual review documentation
- Current school reports (if applicable)
- Any relevant professional reports (Educational Psychology, Speech and Language Therapy, Occupational Therapy, etc.)
- Medical information relevant to the child's education and care
- Any risk assessments or behaviour support plans currently in place

## Landon School Admissions Process

The following outlines the step-by-step process for admissions to Landon School. This guide supports parents and local authorities in understanding each stage, the purpose of each step, and indicative timelines.
*(A visual version of this process is included as Appendix 1: Admissions Process Infographic.)*

### Step 1: Initial Enquiry Submitted

The child's local authority contacts Landon School to discuss whether the school can meet the child's needs as outlined in their Education, Health and Care Plan (EHCP).
**Timeline:** Within 5 working days

### Step 2: Documentation Review

The school's Admissions Officer reviews the child's EHCP, supporting reports, and all relevant documentation to make an initial assessment of suitability.
If the placement is deemed unsuitable, the process ends at this stage.
**Timeline:** Within 10 working days

### Step 3: Assessment Visit Arranged*

If it is believed that the school can meet the child's needs, the child and their family are invited to visit the school.
During the visit:
The child spends time in class with the teaching team.
Parents are given a tour of the school and introduced to key staff.
The school contacts the child's current setting to gather further information about the child's strengths and needs.
**Timeline:** Within 3 weeks of the initial review
*If the consultation is received out of term time, home visits by Landon staff may replace assessment visits.

### Step 4: Admission Decision

The Admissions Officer, in consultation with the Headteacher, makes the final decision regarding the placement.
A written outcome is provided to the local authority caseworker, with clear reasoning.
**Timeline:** Within 10 working days of the assessment visit

### Step 5: LA Consultation and EHCP Amendment

If admission to Landon School is approved by the local authority (following panel review), the local authority updates the EHCP to name Landon School.
**Timeline:** Within 10 working days of the admission decision

### Assessment Period and Pathway Finder Meeting

At Landon School, we are committed to ensuring the right fit for every child. When a pupil joins our school, we conduct an **initial assessment period lasting 4-6 weeks** (typically one half-term) to determine the most appropriate learning pathway and provision.

Central to this process is our **Pathway Finder Meeting**, where we collaborate with families to align our curriculum and provision with the student's individual goals, EHCP outcomes, and specific educational needs.

During this assessment phase, we evaluate four key learner characteristics:

1. The student's SCERTS Communication Stage
2. Their ability to tolerate demands and uncertainty
3. Their cognitive and social play stage
4. Their capacity to engage and suitability to access subject-specific learning

This comprehensive approach ensures that we gain a deep understanding of each learner, enabling us to tailor their educational journey in a way that maximises progress and supports long-term success.

During this Pathway Finder Meeting, pupil documents will be shared that have been completed during the initial assessement period. An essential part of successful admissions and transitions is to share these findings between home and school early to identify similarities and / or differences between home and school in order to meet each pupils needs consistently across settings. During the meetings, input is shared from all relevant attendees.

1. Pupil Engagement Profile – detailing an assessment using the engagement model and details of pupil motivators, interests and engagement in learning.
2. Pupil Emotional Regulation Support Plan (ERSP) - detailing what ‘calm’, ‘heightened’ and ‘dysregulated’ looks like for each pupil and strategies that can be used to support them at these stages of regulation.

- Personalised Learning Plan (PLP) - specified targets created by the class teacher with SALT & OT therapeutic input based on their EHCP outcomes and assessment information which will be targeted in the following term.

### Decision Making

Following the assessment visit and review of all documentation, the Headteacher, in consultation with the Senior Leadership Team, will determine whether Landon School can meet the child's needs.

Decisions will be based on:

- Whether the child's primary needs align with the school's specialist provision for autism and severe/ complex/ profound learning difficulties
- The availability of appropriate curriculum pathways and resources
- Staff expertise and capacity to meet the child's specific needs
- The suitability of the physical environment and facilities

- The potential impact on other pupils currently at the school
- Whether reasonable adjustments can be made to accommodate the child's needs

The school will provide a written outcome to the local authority and parents/carers, including clear reasons for the decision.

### Starting at Landon School

Once a placement is agreed and confirmed by the local authority, we will:

- Arrange a transition plan tailored to the individual child's needs
- Schedule pre-admission visits for the child and family
- Hold a planning meeting with parents/carers to discuss the child's strengths, needs, interests, and any specific concerns
- Liaise with the child's current school or early years setting (if applicable) to ensure smooth transition
- Prepare staff and resources to meet the child's needs from day one
- Agree a start date that allows for appropriate preparation and transition support

### Admission of Looked After Children and Previously Looked After Children

Landon School recognises the particular importance of meeting the needs of looked after children and previously looked after children. We will work closely with the child's social worker, virtual school, and carers to ensure that appropriate support is in place from the outset.

### Appeals and Complaints

If a parent/carer or local authority disagrees with the decision regarding admission, they have the right to:

- Request a meeting with the Headteacher to discuss the decision and any concerns
- Submit a formal complaint using the school's Complaints Procedure (available on the school website)
- For EHCP-related disputes, parents may contact the local authority's SEND team or request mediation/tribunal through the SEND Tribunal system

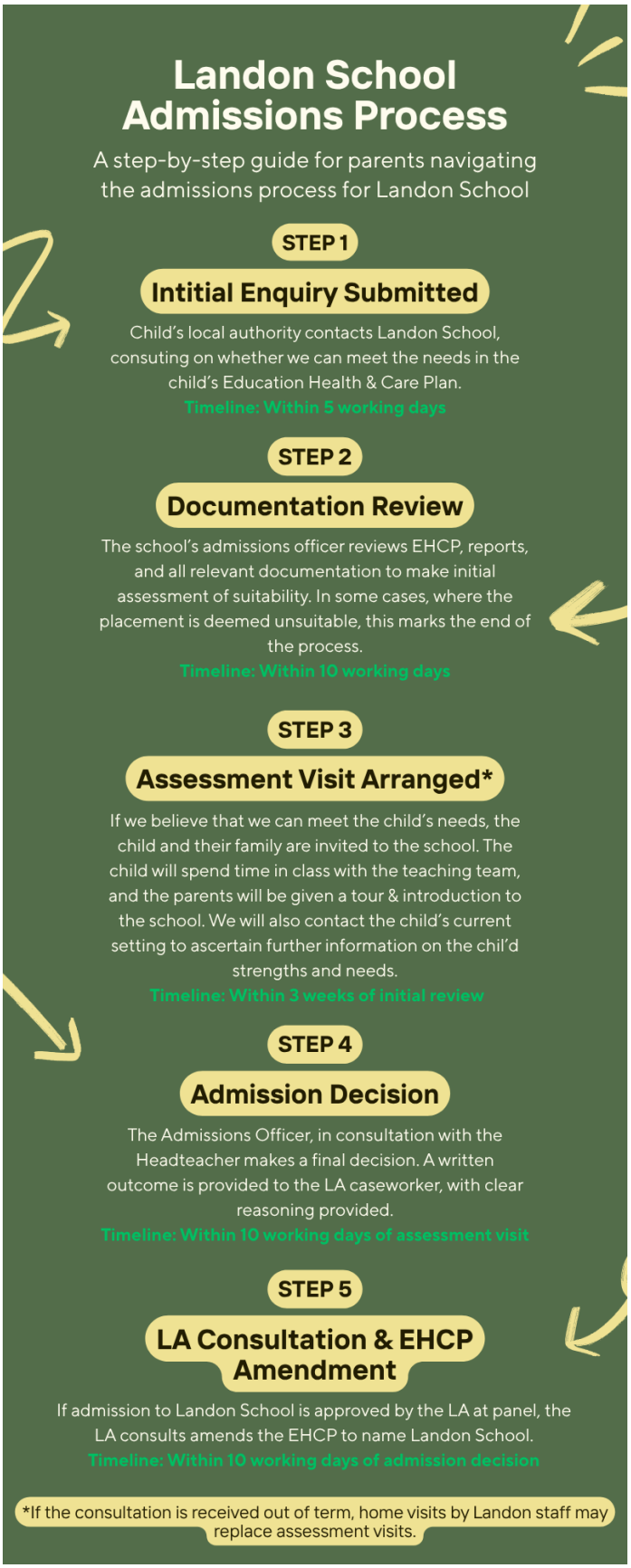
### Contact Information

For admissions enquiries, please contact:

**Mr Jody Tranter, Headteacher**
Email: office@landonschool.co.uk
Telephone: 0208 153 0201

We welcome visits from prospective families and local authority representatives. Please contact the school office to arrange a visit.

Appendix 1: Admissions Process Infographic


Landon School Admissions Process
A step-by-step guide for parents navigating the admissions process for Landon School
STEP 1
Intitial Enquiry Submitted
Child's local authority contacts Landon School, consuting on whether we can meet the needs in the child's Education Health & Care Plan.
Timeline: Within 5 working days
STEP 2
Documentation Review
The school's admissions officer reviews EHCP, reports, and all relevant documentation to make initial assessment of suitability. In some cases, where the placement is deemed unsuitable, this marks the end of the process.
Timeline: Within 10 working days
STEP 3
Assessment Visit Arranged*
If we believe that we can meet the child's needs, the child and their family are invited to the school. The child will spend time in class with the teaching team, and the parents will be given a tour & introduction to the school. We will also contact the child's current setting to ascertain further information on the chil'd strengths and needs.
Timeline: Within 3 weeks of initial review
STEP 4
Admission Decision
The Admissions Officer, in consultation with the Headteacher makes a final decision. A written outcome is provided to the LA caseworker, with clear reasoning provided.
Timeline: Within 10 working days of assessment visit
STEP 5
LA Consultation & EHCP Amendment
If admission to Landon School is approved by the LA at panel, the LA consults amends the EHCP to name Landon School.
Timeline: Within 10 working days of admission decision
*If the consultation is received out of term, home visits by Landon staff may replace assessment visits.