



Admissions Policy

Date updated – January 2025
Lead – Dawn Best
Status - Current
Prepared by – Dawn Best
Review date – January 2026 (In line
with Gov changes) or sooner if
legislation is updated

1. Purpose

Best Futures School is an Independent special school which provides placements for primary aged children (5-11 years) in an environment where pupils with Education, Health, Care Plan (EHCP) and Social Emotional Mental Health (SEMH) difficulties can access a specialised and holistic education that aims to develop children in a healthy and balanced manner.

2. Scope

This policy is relevant to all CIC board members, staff, parents, pupils and local authority representatives who are involved in the admission of a pupil to Best Futures Independent School.

3. Introduction

The school will work in partnership with local authorities and parents / carers to assess the suitability of pupils for a place at the school.

4. Equal Opportunities

The admissions policy will promote equally the rights of all pupils regardless of disability, ethnic background, language, culture, faith and gender.

5. Our Admissions Criteria

We accept consultations from Local Authorities, Schools and Academies. Parents are welcome to visit the school and will be provided with information about the school.

6. Information on the types of Provision

The school strongly believes in finding the right school for the individual and in all communications will be honest with parents and the local authority in relation to this.

The school will have two types of provision:

1. Provision for pupils with a SEN, EHCP or pupils who have identified SEMH.
2. Provision for pupils who require an assessment of their difficulties: for pupils referred by a local authority, with agreement from Best Futures school, pupil's parents/carers and any person whose advice is to be sought in accordance with regulation 7 of the Education (Special Educational Needs) (England) (Consolidation) Regulations 2001

7. Admissions Process

We are able to give parents information regarding our assessment and admission process on enquiry.

Note: the school will take consultations and organise admissions panel at any point in an academic year. Intake is not restricted to September only.

7.1 Once a consultation has been received from the Local Authority an EHCP Consultation Panel meeting is arranged with senior leaders and the school's Executive Principal for Best Futures School, where consultation documents are reviewed (as listed below).

7.2 A member of senior leadership will collate the relevant information as follows and any other information that is relevant to a pupils' needs. This will help to inform the consultation panel to enable an accurate assessment as to whether Best Futures is a suitable provision to meet need.

- Whether the child is a Child Looked After (CLA) and if so the name of the contact person and key personnel in the placing authority
- Current educational, health and care plans or relevant SEN needs
- Review of any or all Specialist Reports e.g. School SENCO, Educational Psychologist, Speech and Language, Designated Clinical Officer, Occupational Therapist, Paediatric, etc. (this list is not exhaustive)
- Details of any matter which makes the child particularly vulnerable
- Current valuing SEND assessment
- Attendance record including details of any fixed term or permanent exclusions
- Risk assessments
- Lead person details if children services are in place
- EYFS/NC levels – EYFSP/Key Stage Teacher Assessments

7.3 It may be decided at this stage the school is unable to meet the needs of the child. This may be due to:

- it would be unsuitable for the age, ability, aptitude or SEN of the child or young person, or
- the attendance of the child or young person there would be incompatible with the efficient education of others, or the efficient use of resources.

7.4 If it is decided that Best Futures School may be able to meet the needs of the pupil, an observation of the child will take place either in the current setting along with a discussion with the SENCo or at home if the child is not in education.

7.5 The information from the observation will be reviewed at a consultation panel by the senior leadership and Executive Principal to assess if school can meet need.

7.6 The Local Authority are notified of the panel decision via the hub, through a consultation response letter. If Best Futures School Panel decide the school are unable to meet the needs of the child, the process is complete at this stage. The Local Authority can re-consult and add additional information, this will start the process again.

7.7 If Best Futures School agree that the school can meet the needs of the pupil, the Local Authority are notified of the panel decision via the hub, through a consultation response letter. The Local Authority will inform the parent of the decision.

Best Futures School must agree to being named in a pupil's final statement of EHCP. An offer of a place is given with a start date and the proposed fee will be provided to the Local Authority. When the Local Authority confirms that the offer of a place is going to be accepted, an individual placement agreement in line with our national schools contract will be agreed and completed between Best Futures and the Local Authority.

7.8 The pre-placement process will typically consist of:

A member of the senior leadership team will meet with parents / carers to obtain up to date SEN needs information, including but not exclusive to the following areas:

- Previous placement
- Behaviour
- Academic ability
- Religious and cultural needs
- Parents' aspirations for the future / what they want the school to do
- Current multi agency involvement and recent assessments and or reports
- Family organisation.
- Health, recent assessments and or reports
- Valuing SEND assessment of complex needs
- Risk assessments

7.9 A transition integration plan will then be arranged with the child/parent/carer and current place of education. We recognise the importance of this initial contact with the school and that it should be a positive and successful experience, therefore Best Futures Independent School will be flexible and respond to differing needs where required.

7.10 The school must also be satisfied that the parents / carers of the child are supportive of the placement.

7.11 The parent or LA is responsible for making transport arrangements and will inform the school accordingly.

7.12 The school will send out an admissions pack which will include information about the school for both parents and pupil.

7.13 A baseline assessment will commence as soon as a pupil starts school. The length of time required to complete this assessment will vary, but it is usually completed within two months. Parental information, teacher observation and assessments carried out by appropriate professionals will contribute to this process. Pupils support plans will be developed and discussed with parents.

7.14 All children undergo annual reviews as laid down by the SEN Code of Practice.

8. Tribunals

Although parents can indicate to their local authority the school of preference to be named at section I of their child's Education and Health Care Plan, the authority may not agree with the placement identified. In such circumstances parents have the right of appeal to the First-tier Tribunal (SEN & Disability).

9. Private Funding of Places

Best Futures Independent School is able to offer places to families who wish to independently fund the placement.

10. Communication and Confidentiality

All decisions relating to the proposed placement of any individual are confidential. There will be open and regular communication with relatives, carers and advocates, which acknowledge and respect the needs of each user.

The school will liaise with the local authority to ensure they are kept up to date.

11. References

Department for Education (2001) Special Educational Needs Code of Practice

[School admissions code - GOV.UK \(www.gov.uk\)](https://www.gov.uk/school-admissions-code)

[SEND code of practice: 0 to 25 years - GOV.UK \(www.gov.uk\)](https://www.gov.uk/send-code-of-practice-0-to-25-years)

Executive Principal	Dawn Best	Signature	<i>D H Best</i>		25.04.25
Office Manager	Tracey Allen	Signature	<i>T Allen</i>	Date	15/11/24
CIC Board	Rose Best	Signature	<i>Rose Best</i>	Date	20/11/2024