

# ADMISSIONS POLICY



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<b>Reviewer:</b>	Lynette Edwards
<b>School Role:</b>	Proprietor
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<b>Next review date:</b>	01/12/2026
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## 1. Purpose

The Stafford Hall School is an Independent Special School. The process of selection is based upon academic merit, and the admissions procedure is designed to assess this in several ways which are appropriate to the age of the applicant. Our selection process is designed to identify students who can benefit from, and thrive upon, the distinctive education we offer and to make a positive contribution towards the life of the school. The respective Local Authority and the SEND department will be involved.

## 2. Equal Treatment

Diversity and inclusion are fundamental to the school's ethos. The school's aim is to encourage applications from students with a diverse range of backgrounds. This enriches our community and is vital in preparing our students for today's world. The school is non-discriminatory, in line with the Equality Act (2010). All applicants will be treated equally, irrespective of their, or their parents', race, culture, language, religion, national or social origin, association with a national minority, disability, sexual orientation, political or other opinion, property, birth or other status. Human rights and freedoms are respected but must be balanced with the lawful needs and rules of our school community and rights and freedoms of others.

When organising year-group cohorts, facilities, and activities (including PE and residential categories), Stafford Hall recognizes sex as biological. We will ensure policies are proportionate, equitable, and compliant with Equality Act obligations.

Stafford Hall will make reasonable adjustments during admissions to support disabled students, in line with the legal duty under the Equality Act.

## 3. Special Needs

The school welcomes students with special educational needs or disabilities and will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act and Special Educational Needs and Disability Act, to accommodate and support the needs of the student

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appropriately. We strongly advise parents/carers of children with special educational needs or disabilities to discuss their child's requirements with the school before submitting their application.

The Governing Body will designate a lead governor for SEN and Disability, ensuring regular review of Policy effectiveness and alignment with the Equality Act 2010 and SEND Code of Practice. Our lead governor for SEN and Disability is Lynette Edwards.

As a Secretary of State-approved independent special school, places will be offered to any pupil named in an EHCP, except where criteria for unsuitability apply (age, ability, or efficiency of resources).

## 4. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

Stafford Hall will collaborate with the Local Authority in setting Published Admission Numbers and admission criteria and may admit children under LA direction where statutory conditions are met. Admissions will be handled with transparency, professionalism and respect. Applicants will receive comprehensive guidance at each stage, and staff will maintain confidentiality and courtesy.

Appeals will comply with the 2022 School Admission Appeals Code. Timelines include decisions sent by offer date + 20 school day], hearings scheduled within 40 school days, and in-year appeals heard within 30 school days. Hearings may be virtual.

## 5. Definitions

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order
- This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

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A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

## **6. Requests for admission outside the normal age group**

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made based on the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's/equivalent's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered based on the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6.

Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.