



ADMISSIONS POLICY

DOCUMENT CONTROL

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Approved by: SLT

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Revision History

Version	Date	Change Summary	Changed By
1.0	February 2023	Initial Policy Release	SW
1.0			

Admission Criteria

Lexden Springs School is a specialist school for children and young people aged 3–19 with severe or profound and complex learning difficulties. These define the need for access to a broad and balanced curriculum including the National Curriculum (if appropriate) with the emphasis on developmental aspects. As our pupils progress through our School an emphasis on independence and life skills to build to ASDAN accreditation.

Applications must be made through Essex County Council's SEND department as part of the Education, Health and Care Plan (EHCP) process or an EHCP review.

Admissions will usually only be made following receipt of an EHCP and all relevant recent advice, which should indicate that the pupil's primary area of need is Severe Learning Difficulty (SLD) or Profound and Multiple Learning Disability (PMLD)."

In exceptional circumstances admissions may be made via an assessment place request, without a final EHCP in place for children of nursery age or children arriving from abroad.

Consultation Process

When a consultation is received from the Local Authority (LA), the request will be considered and a response provided through the monthly Quadrant Panel consultation meetings.

Where a full consultation response is required, for example in relation to a Tribunal case, a written response will be provided within the timescale specified by the LA, taking into account both the needs of the child and the efficient education of pupils already attending the school.

Applications for children who are not residents of Essex must be submitted through the relevant Local Authority to the SEND Operations North East Team. If the school receives a consultation directly from another Local Authority, the consultation will be returned with an explanation of the correct process to be followed.

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 school place will be sent with the offer pack. Notice of appeal should be sent to the Clerk at the Independent Appeal Panel, PO Box 11, Chelmsford, CM1 1LX