ABINGDON
HOUSE SCHOOL

Admissions Policy

Responsible Person: Head of Admissions
Last Review Date: August 2026
Review Cycle: Annual
Next Review Date: August 2027

In all AHSP Policies, unless the specific context requires otherwise, the word “parent” imports the meaning parent, guardian, carer or any other person in whom is vested the legal duties and responsibilities of a child’s primary caregiver.

If you require a copy of this document in large print, braille or audio format, please contact the AHSP Office.

AHSP employs the services of the following consulting companies to ensure compliance is met and best practice is implemented:

Peninsula HR Online
Peninsula Business Safe (Health and Safety)
Care Check (DBS)
Educare (online CPD)

Introduction

Abingdon House School, Purley (AHSPurley) is owned and operated by Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values.

While this current policy document may be referred to elsewhere in AHSPurley documentation, including particulars of employment, it is non-contractual.

In the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the Education Act 1996 as updated, which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance Understanding and dealing with issues relating to parental responsibility updated August 2023 considers a 'parent' to include: all biological parents, whether they are married or not any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of, among others, the following consulting companies to ensure regulatory compliance and the implementation of best practice:

Peninsula BrightHR
Peninsula Health and Safety
Atlantic Data (DBS)
Educare (online CPD)
SchoolPro (data protection)
Marsh Commercial (insurance)

VWV (legal)

AHSP is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at AHSP.

The policy documents of AHSPurley are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect before the scheduled re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

Admissions Policy for SEND

At Abingdon House School, Purley we believe that all students have the right to an inspirational and aspirational education that supports their needs. Our assessment procedure has been developed to take into account that many students with SEN face challenges as a consequence of a lack of appropriate support. Our admissions assessment process is designed to assist us in ensuring that we can meet the needs of every student at AHSPurley and that they will thrive and progress within our provision.

AHSPurley seeks to offer places to students for whom we feel confident our ethos, vision, approach and school community will be an appropriate fit. AHSPurley aims to facilitate the overall development of every student who joins us and to tailor our teaching to meet individual needs. It is important that we endeavour to ascertain if prospective students have the underlying cognitive ability and behavioural and social tools to access our curriculum and take part in our wider school community at an age appropriate level.

The suitability of children for admission is determined by a multidisciplinary approach, as detailed below.

Admissions Criteria

Abingdon House School, Purley is able to accommodate a variety of needs and provisions through our specialist approach within a ‘mainstream styled’ school. We cater for students with ADHD, specific learning difficulties such as dyslexia and dyspraxia, autistic spectrum condition, social communication difficulties and other associated needs. Abingdon House School, Purley is appropriate for students with or without EHC Plans, as well as private or Local Authority funded,

with each application being considered individually.

The school does not cater for students with primary behavioural issues, where their behaviour requires a specific support outside of our mainstream style approach, and may considerably disrupt their learning and the learning of others. We follow the National Curriculum and are unable to support students who require support below this level (such as P Scales). We are able to support students with English as an Additional Language, however we are unable to provide direct EAL teaching, and students will require a certain level of English in order to access our provision.

The Criteria for Admission is that children would benefit from the education and resources on offer at Abingdon House School, Purley. We individualise our approach to each student and are able to support students who are accessing the National Curriculum below their age appropriate level.

There is no main point of entry into AHSPurley. Application for entry is considered depending on availability of places and appropriate suitability of child/young person's needs to school setting. To ensure proper transition for both our new students and prospective students, we aim for entry to the school to be at the start of a school term, although we recognise that this may not be achievable.

Admissions Process

AHSPurley treats every applicant in a fair, open-minded way. We accept and consider admission enquiries or referrals from families and Local Authorities. Our admissions procedure consists of a number of stages that are set out below:

- Contact the Admissions Team (currently Headteacher, Deputy Headteachers, Assistant Headteacher, SENCo and Admissions Lead) to discuss possible admission. Parents/ Carers? LAs are requested to offer as much information as possible to enable AHSPurley to best understand a prospective learner’s needs. Families are welcome to arrange for a tour of the school to take place with the admissions administrator at this time;
- If families would like to pursue a place at AHSPurley, we will request them to complete our enquiries form (this will be needed before we are able to invite families on a tour)
- Should families wish to proceed with an application we will also request all specialist reports and EHCPs where applicable;
- We may request, at this stage, to see reports from the previous school or schools and will contact them for background information where necessary;
- Once the Admissions Team have assessed provisional suitability they will contact the family to arrange our Pre-Admissions Assessment;
- This will consist of either an observation in the young person’s current educational setting or where appropriate at AHSPurley (we refer to this as a ‘taster day’)

- Observations consist of at least one lesson observation, observations of the student during unstructured time and a professionals meeting with the team currently working with the young person;
- These observations and meetings will be conducted by either the Headteacher, the Deputy Headteacher, SENCo and members of the Therapy team;
- Following an observation we may sometimes offer students an additional observation; this will usually be because we have some concerns that we are unable to meet a young person's needs within our provision
- Sometimes we will seek to hold a professionals meeting prior to observation; this is because we have some questions regarding provision that we would like answered before moving towards observations and taster days
- Following the Pre-Admissions Assessment we will meet and review our internal notes and will discuss whether we are able to offer the young person a place at AHSPurley;
- Families will be informed of the outcome of the trial via email or phone;
- A formal offer letter will be sent via email, this will include a copy of our Core Provision document and costing information
- To accept an offered place parents/carers will be required to reply in writing;
- If it is felt that the admissions procedure or decision was not done in line with AHS policy and procedures, complaints can be raised as detailed in the AHSPurley Complaints Policy.

There may be a period of delay between a place being offered and the child being able to take that place up if the Local Authority has to be consulted with regard to the cost of that placement, places will be held open for a predetermined time highlighted in the offer letter. Families can request an extension on this date from the headteacher.

Acceptance Criteria

In addition to our Admissions Assessment Process, AHSPurley will take into account:

- The order of registration according to the date of registration;
- The maintenance of a diverse and dynamic student population;
- There is an appropriate class and peer group to support the students' development;
- The student's capacity to socialise in the wider AHSPurley community;
- The importance of parents understanding and supporting AHSPurley's aims and ethos;
- Our ability to provide the student with what they need to develop, including account of any special educational needs or disabilities that student may have;
- The need to maintain a balance of entry, so that we can encourage new families to consider AHSPurley, while looking favourably on children whose families already have a demonstrable connection with the School.

Special Educational Needs and Disability

We are firmly committed to inclusivity and to have high expectations and aspirations for all of our students. Irrespective of their special educational needs or disability, we consider all children for admission to the school who have the ability and aptitude to access the academic curriculum and social environment, and hence to thrive within that. Students whose SEND are suited to the curriculum are welcome provided that we have the appropriate resources and facilities to provide them with the support that they require.

Before a place is offered at the school (and preferably prior to application):

- Parents must disclose to the school any known or suspected circumstances relating to their child's health, development, allergies, disabilities and learning difficulties. The school reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected SEND circumstances;
- Based on such disclosure, the school will confirm whether or not it is able to fully meet the needs of the child.

Where a child's SEND is identified, or develops, after the child has started at the school, we will continue to support the child as long as:

- We have the appropriate resources and facilities to provide them with the support they require;
- We believe it is in the best interest of the child and of the school community to remain at the School.

Where, in our judgement, either of these conditions no longer apply, we reserve the right to withdraw a place at the School. In such circumstances, we will make every effort to support families in finding alternative arrangements.

Requesting assessment from the local authority for an Education, Health and Care Plan (EHCNA)

We will support families in the process of requesting a needs assessment for our students. It is important that we have the opportunity to establish a complete picture of the academic and therapeutic strengths and needs of the student, and for these reasons we are unable to instigate the process until a student has been on our roll for a period of time. .

WAITING LIST

AHSPurley operates a waiting list when classes are full. To be placed on the waiting list the steps 1-5 of the admissions process must be followed. Should an appropriate place become available, the parents will be contacted and Pre-admission Assessment offered. The admissions process will continue as listed above.

ONGOING PLACEMENT

At AHSPurley, we work closely with our students and their families, and report on progress in a variety of ways throughout the academic year. It is critical that we continually review their progress and ensure that the students are receiving the appropriate support and are progressing within our provision.

Where a child's SEND is identified, or develops, after the child has started at the school, we will continue to support the child as long as:

a) we have the appropriate resources and facilities to provide them with the support they require, and,
b) we believe it is in the best interest of the child and of the school community to remain at the school.

Where, in our judgement, either of these conditions no longer apply, we reserve the right to withdraw a place at the school. In such circumstances, we will make every effort to support parents in finding alternative arrangements.

APPEALS

Admissions decisions are taken by a multidisciplinary team, who consider the child's individual needs and the needs of the whole school community. Where the team does not feel that AHSPurley could meet the child's needs, the reasons for this will be detailed in writing following the paperwork review or the trial days. Further clarification can be requested from the Head of Admissions, however there is no right of appeal of the decision made by the admissions team.

If you have concerns around the process that was followed, please raise this in line with our Complaints Policy.

School Details:

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