



ADMISSIONS POLICY

This policy, which applies to the whole school, including the reception class within the Early Years Foundation Stage (EYFS), is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the school office.

Document Details:

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 by signing the *Policies Register*.

This policy applies to all provision delivered by Imperial Oak School, including any alternative provision or off-site settings operating under the school's oversight.

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.

Signed:

Reviewed: April 2026

Next Review: April 2027

Mrs Chizzy Chukwukere
Headteacher

Introduction Imperial Oak 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 pupil, 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 Imperial Oak School, 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 Imperial Oak School is the right placement for them.

Admissions Criteria

- Imperial Oak School admits pupils aged 4-11 years who:
- Have an Education, Health and Care Plan (EHCP) that names Imperial Oak 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 Imperial Oak School
- Whose needs can be met by the school's facilities, staff expertise, and resources

- Whose placement at Imperial Oak School would not adversely affect the education and welfare of other pupils, and whose mobility needs can be supported within the school environment, with reasonable adjustments made where appropriate in line with the school's facilities and resources.

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

Referral and Application Process

Applications to Imperial Oak 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 Imperial Oak 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

The process for Admissions is as follows:

- Consultations are sent to the school by the local authority for consideration.
- The admissions team will assess the needs of the individual and make contact with the local authority and/or family/parents or carers. Where appropriate we will assess each pupil's current skills and levels of attainment on entry. Additionally, Imperial Oak considers evidence that a pupil may have a disability under the Equality Act 2010 and, if so, what reasonable adjustments may need to be made for them.
- A member of the Imperial Oak team will visit the children at their current establishment and/or at home, whichever is appropriate, followed by the child and parents/carers being invited to visit the school.
- A further visit to the school or trial days may occur before a school place is offered if this is deemed appropriate and a place is available.
- After a place has been offered and accepted a transition plan will be discussed with the parents or carer.
- Some children may start at Imperial Oak on a transition timetable that gradually builds in duration if this is determined to be beneficial for the child.

What our school does: Once a child has been offered a confirmed place at Imperial Oak School, the educational provision for a pupil is coordinated by the Headteacher. As all the children who attend the school have EHCP plans previously issued, this means that the child's special needs have already been identified before reaching our school. Upon a child starting at Imperial Oak, if the school felt that additional needs have not been identified other than those named on the EHCP, an emergency annual review can be conducted. This is where Imperial Oak would present evidence to have this information included on the EHCP. This could then result in additional support being requested, or an alternative placement being recommended.

Applying for a place

Prospective parents are encouraged to visit to see the school in action. The school hosts regular open days, which is an opportunity to tour the school, meet the staff and see what we have to offer. Details for open days are published on the school website. Any enquiries regarding ad hoc visits should be made to the school admin office.

Prospective parents from overseas are encouraged to visit the school where possible prior to application. Where this is not possible parents can contact the admissions team to discuss their interest.

Equality, disability and Special educational needs.

In its admissions, as in all other policies, procedures and practices, the school operates an equal opportunities policy and will not discriminate against a child (current or prospective) on grounds of gender, race, religion, ethnicity, nationality or disability.

Special Educational Needs and Disabilities (SEND):

We welcome enquiries and applications from all children, in line with our Equal Opportunities Policy, and we are committed to the integration of pupils with a wide range of needs, and their involvement in the whole life of the school. As Imperial Oak School is a SEND school it seeks to offer pupils with Special Educational Needs full access to as broad and balanced a curriculum as possible, taking into account individual's needs.

The school will always consider its obligations under the Equality Act 2010 and the school does not discriminate against any pupil or parent whose child wishes to register for entry to the school.

The school will treat every application fairly and with an open mind, although the school will assess all candidates for admission based on its standard selection criteria. The school endeavours to ensure it can support fully the needs of all prospective pupils. The LEA/ Parents of children with special educational needs and disabilities must fully disclose any diagnosis or conditions at the time of registration. Copies of any formal reports from specialists (such as EHCPs, Educational Psychologists and Specialist Teachers reports) must be provided to the school by the LEA/parents. The school will assess whether it is able to meet any special educational needs and disabilities through discussion and meetings with LEA/ parents and consideration of any professional reports and references from previous nurseries or schools.

An offer of a place may not be made if the school determines, following reasonable adjustments by the school, and consultation with LEA/parents, that they are unable to meet and provide for a child's needs.

Contractual terms and conditions

Prior to the child's attendance at the school the parents or guardians must complete and sign the Registration/Acceptance/ Parent-School Contract Standard Terms and Conditions Form.

This provides Imperial Oak School with vital information and informs the parents of the basic standards of behaviour and the attitude towards teaching and learning that the school expects and requires.

Parents or guardians will also be asked to provide the school with any further information which they feel will enable us to support their child's learning and development. Parents are provided with key documents and directed to the school's website where policies are available.

GDPR and data protection

Imperial Oak School regards your privacy as important and complies with the general data protection regulation (GDPR) and the Data Protection Act 2018. Any information provided by parents during the admissions process will be held electronically and used by the school for the purpose of processing the application. The school will not share the information with any third parties, and not keep the data for longer than is necessary.