

ADMISSIONS POLICY

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Statement of intent

At **River Tees Hospital School** we welcome all pupils, and places at the school are offered in an open, fair, clear and objective manner. We work to the principle that any parent accessing our admissions arrangements will be able to understand easily how places for that school will be allocated and will not be alienated or discouraged from applying based on admissions criteria.

The table below sets out who the LA is and other responsible bodies in our school.

Type of school	Who is the LA?	Who deals with complaints about arrangements?	Who is responsible for arranging/providing for an appeal against refusal of a place at the school?
River Tees Hospital School	Middlesbrough LA	Head Teacher	LA

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2023) 'School Admission Appeals Code'

This policy operates in conjunction with the following school policies:

- Pupil Equality, Equity, Diversity and Inclusion Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- SEN Information Report

2. Roles and responsibilities

The LA is responsible for:

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school.
- Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process.
- Implementing any advice or recommendations given by the Schools Head Teacher without undue delay.
- Determining the admission arrangements on an annual basis and publicly consulting stakeholders on any proposed changes to the admission arrangements.
- Setting clear, fair and effective oversubscription criteria which do not discriminate against any pupil.
- Communicating oversubscription criteria clearly to parents.

The Trust Board is responsible for:

- Liaising with the LA where relevant regarding admitting pupils to the school.
- Working with the LA when determining the school's capacity.
- Ensuring that the LA has all the information it needs to set admissions arrangements.
- Making arrangements for pupils admitted through in-year admissions to start as soon as possible.
- Publishing a link to the full, determined admissions arrangements on the school's website.

The Schools Head Teacher is responsible for:

- Acting in line with the relevant legislation and guidance pertaining to admissions.

- Receiving concerns and objections regarding the admission of pupils and making recommendations to the admission authority because of these concerns and objections.
- Approving variations to determined admissions arrangements where there has been a major change in circumstances or law.

The Inclusion Team are responsible for:

- Having an in-depth knowledge of the relevant appeals codes and other relevant law.
- Providing an independent and impartial service for admission appeals.
- Making the necessary administrative arrangements for hearings.
- Notifying all parties of the order of proceedings in advance of an appeals hearing.
- Responding to queries from appellants in advance of an appeals hearing or identifying who will be appropriate to respond.
- Being an independent source of advice on procedure and admissions law.
- Keeping accurate records of proceedings and providing written notification of the appeals panel's decisions.

The school is responsible for:

- Notifying the LA of any in-year admissions and their outcomes.

3. Admissions arrangements

The number of places available is determined by the capacity of the school. **Hospital School are commissioned by the Local Authority.**

The LA will consult with the Trust Board where it proposes to increase, decrease or keep the same PAN. Where the LA has set a PAN lower than the school's wishes, the school will submit an objection to the Schools Head Teacher where appropriate.

The Trust Board will communicate with the LA where the admission of additional children would prejudice the provision of efficient education or efficient use of resources.

Oversubscription criteria

The LA is responsible for determining admissions arrangements for the school. The oversubscription criteria are reasonable, clear, objective, procedurally fair, and compliant with all relevant legislation, including equalities legislation. This means that the oversubscription criteria will not unfairly disadvantage, whether directly or indirectly, any child based on a protected characteristic or economic disadvantage.

- If there are more referrals than available places, the LA has applied the following oversubscription criteria, in order of priority given:
- LAC and previously LAC, including those who have been in state care outside of England and ceased to be in state care because of being adopted

- Children with siblings are currently at school, or whose siblings have left the school within the last six years.
- Children eligible for pupil premium where they are in a nursery class attached to the school either by location or management.
- All pupils who have named the school in their EHC plan will be considered.

Selective criteria

The LA work in collaboration with the schools Head Teacher to publish the entry criteria and process of selection for a place at Hospital School.

Parents will be informed of the outcome of selection to allow them to make an informed choice of school; however, the Inclusion Team will ensure that these parents are aware that the results of a selection test do not necessarily guarantee a selective place for their child.

Equal opportunities

The LA will not establish admissions criteria that excludes individuals with a particular protected characteristic. The admissions criteria will not exclude a greater proportion of pupils with protected characteristics, unless the school can justify how this is a proportionate means of achieving a legitimate aim.

The admissions criteria will not discriminate against disabled applicants, unless the school can justify how this is a proportionate means of achieving a legitimate aim.

Admissions procedures

The school will offer school visits to all potential applicants, irrespective of any protected characteristics. Where necessary, the school will make reasonable adjustments for disabled applicants or disabled parents.

The school may assess its ability to cater to the applicant's needs by:

- Inviting the applicant to attend the school with a parent.
- Visiting the applicant's home.
- Visiting the applicant's current education provision.

4. Consultation, determination and publication

Consultation

The LA will consult with the Trust Board/Head Teacher on any proposed changes to the admissions arrangements. The LA will consult with the Trust Board on admissions arrangements at least once every seven years, even if no changes have been made in that time.

Determination and publication of admissions arrangements

The school will publish a link to the LA's full proposed admission arrangements and the contact details of the individual responsible for admissions liaison on its website. The governing board will address any complaints about the proposed admissions arrangements to the Head Teacher.

Any objections to the admission arrangements will be directed to the Head Teacher by 15 May in the determination year.

5. Referral Process

Applications – all places are available inline with the terms of the SLA with the Local Authority

1. Initiation of Referral

- The referral process begins at the pupil's home school.
- The referral form must be completed by the home school staff.

2. Completion of Referral Form

- Ensure all **mandatory fields** on the referral form are filled out completely.
- The form must include:
 - Pupil's personal details
 - Reason for referral
 - Any relevant educational history
 - Specific needs related to health and education

3. Head Teacher Approval

- The completed referral form must be **signed by the Head Teacher** of the home school to validate the referral.

4. Medical Supporting Evidence

- All referrals must be accompanied by **medical supporting evidence** that outlines the pupil's health condition and the need for hospital education.

5. Parental Consent

- Obtain **written consent from parents** or guardians allowing the school to refer their child to the hospital school.

6. Submission of Referral

- Submit the completed referral form and accompanying documents to the **SEN Team** via the designated email address.

7. Triage Panel Presentation

- The Inclusion Team will present all referrals at the **triage panel**, which occurs every **four weeks**.
- Ensure that all necessary documentation is available for review during this meeting.

8. Outcome Notification

- Following the triage panel, the **Inclusion Officers** will inform the home schools of the panel's decisions, outlining any actions and next steps.

9. Acceptance into Hospital School

- If the referral is accepted, it will be designated as an **assessment placement** initially to ensure that the individual needs of the pupil can be adequately met. This will be an agreed timeframe between the Head Teacher and LA.

10. Initial Meet and Greet

- A member of the hospital school team will contact the family to arrange an **initial meet and greet** to discuss the next steps and support available.

Important Notes

- Ensure that the referral process is completed in a timely manner to facilitate the pupil's access to appropriate education.
- Maintain communication with parents throughout the process to keep them informed and engaged.

Ending Placements

River Tees Hospital School reserves the right to end placements of any student for the following reasons:

- The student has failed to attend 20 school days (unless for health reasons)
- The student's behaviour has been determined by the Headteacher and Trust to be contrary to the safe operation of the Academy, or to the student's own safety.
- For a single serious event (i.e. assault), RTMAT will notify the referring body and the Local Authority (if appropriate), in writing, as soon as possible of breaches of the behaviour policy that may lead to a termination of a placement or a permanent exclusion.
- Any student deemed at risk of requiring formal notice to cease provision for reasons of non-attendance or other reasons an interim review meeting will be arranged with a referring body before the placement is ceased.

The school will provide the LA with details of the number of places available, during regular review meetings.

6. Waiting lists

The school will operate a waiting list. The list will set out the priority for places in the same order set out in the oversubscription criteria. When additional children are placed on the waiting list, the list will be re-ordered in line with the oversubscription criteria – no pupil will be prioritised based on when their name was added to the list.

7. Monitoring and review

This policy will be reviewed by the governing board on an annual basis. Any changes to this policy will be communicated to all staff and other interested parties.