



Part of T4 Trust

# **Admissions Policy**

(Incorporating Admission Criteria and Oversubscription  
Criteria)

## Version Control

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## 1 Introduction

Ian Mikardo High School is a centre of excellence for students with Social, Emotional and Mental Health (SEMH) needs. As well as providing good core provision, the school provides additional services to support children and families who have multiple and complex needs. Additional services are identified and commissioned by the placing local authorities.

Our ethos relies on respect and care and in keeping with this, we begin to build a relationship with students and think about them before they arrive in the school. This is done through a period of assessment that enables staff to learn about their individual social, emotional and behavioural needs with the parents/carers being involved as much as possible.

## 2 Aims

This policy outlines the criteria necessary for a student to gain a place at Ian Mikardo High School. Our aim is to:

- Ensure that the process of deciding on a placement at the school involves open discussion and reflection
- Ensure equality of opportunity for vulnerable young people
- Ensure placement is good value for money, e.g. young people who may otherwise be placed in residential accommodation, those who have been in residential or those assessed as having severe and complex social emotional needs

## 3 Legislation

The Trust Board of Ian Mikardo High School is the Admissions Authority in accordance with UK legislation, as set out in the [DfE Admissions Code of Practice](#).

As a member of Attwood Academies Trust, the school is committed to principles of fairness and transparency and will make every effort to make sure that its policies and practice comply with those principles as well as relevant legislation.

The Trust Board delegates the routine implementation of its powers and responsibilities in respect of admissions to the Headteacher. However, the day-to-day responsibility may be delegated to a member of the SLT as the Headteacher sees fit.

## 4 Definitions

The Trust Board	The board of directors of the Trust (including any committee of the board duly appointed by it), who may also be referred to as trustees
The Headteacher	The teacher in charge of the school who may also be referred to as head, executive head or principal

## 5 Admissions Panel

The Admissions Panel (made up of the Senior Leadership Team) shall meet from time to time as deemed necessary by its members, to go through numbers on roll, any vacancies and to consider matters of policy and principle on which it shall make recommendations to the Trust Board.

In the event of an appeal against a decision of the Admissions Panel, the Trust Board shall convene an Appeals Panel, consisting of 3 trustees (including the Trust Board and Local Community Board) who are not members of the Admissions Panel. Further details can be found in the appeals process.

## 6 Admissions Criteria

The criteria for admission, published on the school's website, are as follows:

- Students must either have an EHCP or be in the process of gaining one or be a looked after child (with/without an EHCP)
- The school admits year 7 to year 13 students. By agreement with the DfE, year 6 students are sometimes admitted to ease the transitional process. Students can be admitted into any year group
- The School's current designation is as a boys' school

The following criteria will not be considered:

- No girls are considered for applications
- This is a full time provision, we do not offer part-time placements

## 7 The Published Admissions Number (PAN)

For the academic year 2018 to 2019, the PAN for Ian Mikardo High School is 40.

## 8 Over-subscription Criteria

In the event that the school has reached its agreed maximum number of students (PAN), the following criteria will apply in order of priority:

### Priority 1

A looked after child or previously looked after child where a place is being sought and where the authority and school have agreed in principle that the placement is suitable for the age, ability, aptitude or SEN of the child or young person, and that their attendance at Ian Mikardo would be compatible with the efficient education of others, and the efficient use of resources and where there is capacity in that year group.

### Priority 2

A child or young person who lives within the school catchment area (all London boroughs) and where the authority and school have agreed in principle that the placement is suitable for the age, ability, aptitude or SEN of the child or young person, and that their attendance at Ian Mikardo would be compatible with the efficient education of others, and the efficient use of resources and where there is capacity in that year group.

### “Tie-Breaking” Criteria:

- In the event of a tie-break being required, consideration will be given to whether or not the potential student is currently attending school. For example, if 2 applications have been received and they are similar in every other respect, preference will be given to the child who is out of school
- Random Allocation: If the above criterion does not result in a resolution of the tied situation then the matter will be resolved by random allocation (e.g. drawing lots). This will be scrutinised by an independent person

## 9 Referrals Process

- A school, parent/carer, student, LA officer or other professional (e.g. social worker) makes an initial enquiry direct to the school either by post/email/telephone
- All initial enquiries will be recorded in the enquiries/admissions log and passed to DPW/Linda
- Initial contact is then made to the parent/carer by the Admissions Officer within 72hrs of receiving the enquiry to confirm that the parent/carer (including corporate parent) is considering expressing a preference for the school and advising the parent/carer they need to: (a) visit the school (if they have not already done so) and (b) inform the LA that they are expressing a preference for a place at IMHS
- Under the SEN Code of Practice, the LA is obliged to formally consult with any school (maintained, academy or free school) for which the parents have expressed a preference, concerning the suitability of the school for the student's needs
- If the parents/carers and the LA confirm that a placement at IMHS is being considered, the assessment process will begin
- The Admissions Officer will keep the Admission Panel informed throughout the process and will contact the LA weekly with updates on the progress (no later than 21 days of the receipt of the referral due to statutory guidelines)
- The Admissions Officer will then arrange the assessments which will involve the school's assessors meeting with the child, parent/carers or with the child and parent/carers together and consult with other relevant professionals. It will also involve academic and behaviour assessments carried out by senior members of staff
- The school's Admission Panel will discuss the assessment's findings and decide whether to offer a place. They may request more information and the school administrator is informed
- The School Business Manager will issue the contract to the LA with costings and bandings. On receipt of a signed contract a start date will be agreed
- When a placement is offered, an induction plan and level of support is agreed. The school's assessors will then lead a seminar on the student for all the school's staff
- The school administrator will send a letter to the parents/carers confirming an offer of placement depending on the LA response
- The Admissions Officer will inform the parent/carers of the decision immediately. If the placement is declined, they will outline the reasons for the decision

Ian Mikardo is obliged to comply with parental preference unless:

- The school is unsuitable for the child's age, ability, aptitude or special educational needs
- The attendance of the child at the school would be incompatible with the provision of efficient education for the students with whom they would be educated  
The attendance of the student at the school would be incompatible with the efficient use of resource

## 10 Appeals Process – information for parents

### 10.1 An appeal against a decision by the school

You will have been sent a letter by the school concerning the decision of the school's Senior Leadership Team, not to offer your child a place at Ian Mikardo High School. The letter will tell you why a place has not been offered. If it doesn't please contact the school and ask for the reason(s) why a place was not offered.

You can appeal against the decision by the school not to offer a place. You must write to the school, who will forward your letter to the Trust Board. You must inform the Trust Board of your intention to appeal within 10 school days of the date you received the letter informing you that the school is not

offering a place (It is assumed that any letter sent by the school will be received within 3 days of the date on the letter).

## **10.2 Help preparing your appeal**

Your local Children's Legal Centre/Parents Advice Centre may be able to help you prepare your appeal.

## **10.3 When the hearing will be**

The Trust Board must give you at least 10 school days' notice of the hearing. Appeals must be heard within 40 school days of the deadline for lodging appeals.

## **10.4 What happens at the appeal hearing**

There's a panel of 3 people at the appeal hearing. The panel must be independent and must have had no previous involvement in the decision not to offer your child a place.

- A member of the admissions panel will explain why they decided not to offer your child a place
- You will be able to ask questions of the member of the admissions panel as will the appeal panel
- You'll be able to give your own reasons why your child should be admitted and explain your reasons of appeal
- The appeal panel and the member of the admissions panel may ask you questions
- The member of the admissions panel will sum up
- You will have an opportunity to sum up
- The appeal panel will send you, the school and the admissions panel their decision within 5 school days

**An appeal panel's decision can only be overturned by a court. If there's a change in your circumstances which could affect the decision, you may be able to appeal again.**

## **10.5 How to complain about the appeals process**

You can complain about the way the appeal was carried out but you can't complain about the decision itself.

You can complain to the Education and Skills Funding Agency about an appeal:

Fill in the online complaint form – sign up for an account if you want to save your form.  
Contact the Education and Skills Funding Agency if you need a paper form instead.

You should get a decision on your complaint within 9 weeks (45 working days). You'll be told if it'll take longer. You'll get a letter explaining the reasons for the decision.

If the Education and Skills Funding Agency decides something went wrong with the appeals panel, it may either:

- Ask the school to hold a new appeal hearing with a different panel
- Recommend the school reviews its appeals process

## **10.6 If your appeal is against the decision of the local authority**

If you disagree with the decision of the LA not to name Ian Mikardo High School in your child's EHCP, you can appeal against that decision. You should ask the LA for details of their appeals and mediation process. You can also appeal to the SEN and Disability Tribunal. More information is available at:

<https://www.gov.uk/courts-tribunals/first-tier-tribunal-special-educational-needs-and-disability>

## **10.7 Information for Local Authorities**

Ian Mikardo High School is not an LA school and cannot be named on an EHCP by an LA where the school has decided not to offer a place, provided that the school has responded within the statutory time-frame and provided clear reasons in line with the relevant codes of practice.

A local authority can appeal to the Secretary of State for Education, requesting that they direct the school to take an individual student.

## **11 Monitoring and reviewing**

This policy will be reviewed and updated in accordance with the Trust policy review schedule and from time to time may be updated more frequently in response to changes in guidance, legislation or under instruction from the Trust.

## **12 Links to other policies**

This policy links with the following:

- Behaviour Policy (inc. Exclusions)
- Equality Information and Objectives Policy
- Accessibility Policy