



Endeavour
Multi-Academy Trust

CHRIST CHURCH
PRIMARY SCHOOL



TWO RIVERS
HIGH SCHOOL



Special Schools Admissions Policy

Endeavour Multi Academy Trust

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Admissions Policy – Endeavour Multi Academy Trust Special Schools

1. Introduction

Endeavour Multi Academy Trust operates a group of **generic special schools** for pupils aged 3 –19 with a range of special educational needs and disabilities (SEND). At our special schools every student is valued and treated as an individual and we pride ourselves on delivering a personalised educational experience that nurtures, supports and motivates students to grow holistically and flourish in their adult lives. We are a specialist provisions serving a diverse population of young people with a range of learning needs that cannot be met in mainstream schools. All students must have an Education, Health and Care (EHC) plan to attend our schools. Our schools are members of the Endeavour Multi Academy Trust. Full details of our provision are set out in our Local Offer, which can be viewed on our schools' websites. This policy sets out the principles and procedures for admitting pupils to these schools in compliance with statutory requirements and local authority processes.

2. Planned Admission Number (PAN)

The number of planned places at the schools is agreed annually with the Local Authority. This number varies depending on capacity and the needs of the current student population. The schools typically accept new entrants at EYFS, Key Stage 1, Key Stage 2, Key Stage 3, Key Stage 4 and Post 16, depending on the suitability of placement and available places (these are split into EYFS and primary space at Cherry Trees School and Two Rivers Primary School and Secondary and post 16 places at Wightwick Hall School and Two Rivers High School).

2. Principles

- Admissions are fair, transparent, and consistent with the SEND Code of Practice.
- All placements are based on the child's **Education, Health and Care Plan (EHCP)**.
- Each school within the Trust provides **generic special school provision**, supporting a wide range of needs rather than a single specialist category.
- Admission to a primary school within the Trust **does not guarantee** admission to a secondary school. Each phase requires a separate consultation and decision.

3. Admission Authority

- The Trust is the admission authority for its schools.
- All admissions (regardless of local authority origin) are coordinated through **Staffordshire Local Authority** as part of the statutory EHCP process.

4. Consultation Process

- The Local Authority consults with the school when a child's EHCP names one of its schools.
- The school reviews the consultation and responds within the statutory timeframe, confirming whether the school can meet the child's needs.
- Decisions are based on:
 - The child's EHCP and supporting documentation.
 - Capacity within the school.

- Ability to meet the child’s educational, health, and social needs safely and effectively.
- Admissions take place throughout the year, to meet individual needs.
- When a parent or young person expresses a preference for the school on their EHC plan, the Local Authority consults with the school. Our decision making follows the SEND Code of Practice (2015), which requires the Local Authority to name the parents’ preferred school unless:
 - The school would be unsuitable for the age, ability, aptitude or SEND of the child or young person
 - The placement would be incompatible with the efficient education of other pupils, or the efficient use of resources

5. Eligibility Criteria

To be considered for admission:

- The child must have an EHCP.
- The EHCP must identify needs that can be met within a **generic special school** setting.
- The child must be within the age range for the school phase:
 - **Primary:** 3 –11 years
 - **Secondary:** 11–19 years

6. Transition Between Phases

- Transition from primary to secondary is **not automatic, the settings all operate as separate schools.**
- A new consultation process will take place before secondary admission, this will take place in the year 5/6 annual review meeting.
- Parents/carers and professionals will be involved in planning and decision-making.

7. In-Year Admissions

- Requests for mid-year placements follow the same consultation process via Staffordshire Local Authority.
- Decisions depend on suitability and available capacity.

8. Appeals

- Parents/carers have the right to appeal through the Local Authority if a placement is refused.
- The school will provide evidence to support the decision at appeal hearings, should that be requested by the Local Authority.