



Admission Policy

Policy Number	1
Issued	March 2026
Reviewed	
Next review	March 2027
Owner-Name	Luke Bell
Owner- Job Title	Head of School

Admissions Criteria

Pupils admitted to Penny Tree School will have diagnosis of Autism / ASD / Asperger's Syndrome and will have an EHCP. Penny Tree School will be named in Part 4 of their EHCP with the support of the parent / carers and the Local Authority (LA) where the young person lives.

Pupils can be admitted into Penny Tree School at any time of the academic year. Pupils can only be admitted to Penny Tree School when there is a vacancy and the school can offer an appropriate peer group and curriculum and the admittance of the new pupil will not negatively impact on the education of pupils already placed here.

Admissions Procedure

The Head Of Service, with assistance from the Multi-Disciplinary Team, Education and Care, has the delegated responsibility for admissions to Penny Tree School. Referrals may come from the parent, and / or the LA where the pupils live.

The admission process follows certain steps:

1. The LA sends a copy of the proposed EHCP to Penny Tree School with supporting advice OR the parents approach the school and provide supporting information.
2. The SLT and the multi-disciplinary team (MDT) makes a preliminary decision on the basis of the information received from the LA / parent.
3. If this information suggests that a placement may be appropriate then a school visit will be arranged. This will be undertaken by an education team member (usually the SENDCo) and if appropriate a Deputy Care Manager.
4. The child will then be invited to attend a taster session at Penny Tree School allowing further observation and feedback from teaching staff, support staff and the MDT.
5. At the same time, learner information will be collected from the teams around the pupil – EHCP, Reports, Medical assessments, safeguarding information, information from previous education setting and other relevant information. This will be collated by the group Admissions Manager.
6. The Penny Tree School 'Admissions Panel' will convene and review the paperwork, assessments and information regarding the pupil and discuss whether Penny Tree School can fully meet their needs. The final decision for offering a place lies with the Head of Service.
7. When a child is offered a place at Penny Tree School the LA will inform the child's family. The school will then contact the family to discuss needs. For some pupils, where parents are funding the placement or making enquiries outside of the LA consultation process the parents will be informed by the Head of School in writing.

Placement will be agreed if:

The school can meet the child's needs

It is compatible with the interests of other pupils already in the school It is efficient use of available resources

If significant or challenging behaviour or significant difficulties are identified which may require additional support or resources there may be a need for additional placement costs. If this is the case, these will be calculated on an individual basis and details of which additional costs are to be added, clearly set out.

Entry / Transition Arrangements
--

The Head of School or SENDCo will meet with all pupils / families to discuss and plan an entry strategy which meets the child's needs. This strategy may differ from child to child depending upon their needs, previous experiences, previous placements / programmes etc.

Although a date to come on roll will be agreed, there may be a period where we are awaiting pupil information, transport to be arranged and safeguarding files to be received. During the period between on-rolling and the pupil start date the class teacher will make contact via Teams and set some introductory task.. This ensures welfare obligations are met. A transition plan will be developed in partnership with the family with a maximum 6 week transition to full time education on site. Pupils may only come on site once the contact information pack has been returned with 2 emergency contact numbers and the safeguarding file from the pupil's previous setting has been received

Penny Tree School aims to ensure that entry into the school is as positive an experience as possible.