



# Richmond Hill School

## ADMISSIONS POLICY

**We aim to in all we do to -**

**'Empower, Embrace and Encourage'**

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This is a Local authority adopted policy	
This is school policy	

# **RICHMOND HILL SCHOOL**

## **ADMISSIONS POLICY**

### **1. General Information**

Richmond Hill School is a special school for pupils aged 4-11 years, situated over two sites in Luton and maintained by the Local Authority (LA). The Governing Body is responsible for determining and administering the policy relating to the admission of pupils.

The Governing Body is guided by the requirements of the law, the school's purpose, and consultation with the Headteacher and LA representatives. Having consulted the LA and others as required by law, the Governing Body has set its planned admission number to a maximum of 280 fully funded places for the school year commencing September 2025.

In accordance with Regulation 49 of the Education (School Government) Regulations 1999, responsibility for determining admissions has been delegated to the Headteacher and Admissions Committee.

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### **2. Local Authority Responsibilities**

The LA is responsible for:

- Acting in accordance with relevant legislation and guidance when managing overall admission of pupils.
  - Clearly communicating reasons for rejecting admission applications and informing parents of their right to appeal.
  - Determining admission arrangements annually and consulting stakeholders on changes.
  - Setting clear, fair, and non-discriminatory oversubscription criteria.
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### **3. Criteria for Admission**

Admissions reflect the school's primary duty to serve children with severe and complex learning difficulties within local and national inclusive education frameworks.

All children admitted must meet all of the following:

- Have been offered a place following full consultation with parents/carers, the child, and the recommendation of the Statutory Placement and Assessment Group (SPAG).
  - Have an Education, Health and Care Plan (EHCP) naming Richmond Hill School and describing primary learning needs within the Severe and Complex Learning Difficulties range.
  - Require continuous access to highly differentiated learning resources and environments, including small class groups, to support purposeful learning and progression.
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### **4. Admissions Procedures**

#### **Stage 1: Prior to Placement Confirmation**

- Parents/carers are encouraged to make informal visits to the school, often suggested by the Educational Psychologist, Nursery provider, or current school. Visits to both sites are encouraged.
- Visits may be accompanied by a key professional or friend.
- Parents/carers may express their views to the Educational Psychologist and current school staff regarding Richmond Hill as a suitable placement.
- The Local Authority is informed, usually through the Annual Review or EHCP writing process.
- Consultation papers are sent to the school.
- After reviewing papers and, where appropriate, conducting a pupil visit in their current setting, Richmond Hill will:
  - Agree the place is appropriate and confirm to the Local Authority.
  - Or notify pupil services if unable to meet the pupil's needs, with clear reasons.
  - Or agree "in principle" but state that a place is currently unavailable.

### **Stage 2: Following Confirmation of Placement**

- Richmond Hill and the child's current nursery or school will establish liaison to share information and support a smooth transition.
- For Key Stage 1 and 2 pupils, school staff will conduct home visits in the summer term or term before admission.
- Reception class staff will carry out home visits in the first week of the Autumn Term, respecting parents' wishes.
- Reception pupils will be offered part-time places initially, increasing to full-time by the end of the second week where appropriate. Pupils in Year 1 and above will start full-time from admission.

## **5. Admission Register and Data Management**

Richmond Hill School maintains an up-to-date admission register in compliance with the Education (Pupil Registration) (England) Regulations 2006 (as amended) and the DfE's *Working Together to Improve Attendance* guidance.

- The register records personal details of every pupil, including: full name, sex, parental details, emergency contacts, date of birth, admission date, and previous school information.
- The school encourages parents to inform it immediately of any changes to details and promptly updates the register accordingly.
- Pupil names may only be removed from the register for reasons set out in regulation 8 of the Education (Pupil Registration) Regulations 2006.
- The school must notify the Local Authority as soon as a pupil's name is deleted from the register, providing required information such as pupil name, parental contacts, new school details, and reasons for deletion.
- Removal of a pupil's name for reasons not permitted by regulation constitutes off-rolling and is prohibited.

## **6. Appeals and Complaints**

Parents/carers have the right to appeal against admission decisions. Appeals are handled according to the local authority procedures. The school and LA will provide clear information on how to lodge an appeal and the timelines involved.

## **7. Contact Information**

### **Luton SEN Assessment Team (SENAT)**

Telephone: 01582 548132

Email: [senat@luton.gov.uk](mailto:senat@luton.gov.uk)

Website: [www.luton.gov.uk/SEN](http://www.luton.gov.uk/SEN)

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## **8. Review and Monitoring**

This policy is reviewed annually and ratified by the Governing Body. Changes in legislation, local authority guidance, or school circumstances may prompt interim updates.

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