Admissions Policy

Buxlow School

April 2026

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1 Aims

1.1 This is the admissions policy of Buxlow School.

1.2 The aims of this policy are as follows:

1.2.1 to set out the particulars of the School's policy on and arrangements for admission to the School;

1.2.2 to describe how the School identifies and admits children who will benefit from the education and other opportunities available at the School and who will contribute to and benefit from the ethos and activities of our School community;

1.2.3 to ensure compliance with the School's responsibilities under the Equality Act 2010.

2 Vision

Buxlow School is a creative, happy and inclusive community in which teachers inspire a love of learning and children strive to achieve personal excellence in all endeavors.
The policy supports the school statement of intent that every pupil should achieve their potential and develop an understanding of and respect for themselves and others. Buxlow's vision is to enhance the lives of all our young people by empowering them to be self-aware, communicate effectively and have strategies to support their emotional well-being and regulation. We want them to be able to access the wider world and interact beyond their safe spaces to afford them equity and equality in their future aspirations.

The aim of this policy is to ensure that the school admits, as far as is possible, those pupils whose special educational needs can be met effectively and in doing so ensure progress in all aspects of their development.

Buxlow aspires to be the school of choice for families who seek a happy, inspirational and vibrant learning environment that nurtures and challenges all members of its community to achieve personal excellence and to become resilient, responsible and caring citizens of the future.
We seek to:

- Encourage the pursuit of excellence.
- Support the attainment of potential.
- Develop an environment that is happy, caring and vibrant.
- Inspire the love of learning.
- Create opportunities to access a broad range of rich and engaging learning experiences
- Foster resilience and confidence through a range of experiences
- Prepare children for life beyond the gates of Buxlow.

3 Scope and application

3.1 The procedures set out in this policy apply at each of the main points of entry to the School and also to candidates for occasional vacancies in any other year group.

3.2 The procedures set out in this policy do not apply to existing pupils who are progressing through the School.

3.3 All concerned will have a clear understanding of the processes of judging the appropriateness of that placement

3.4 Parents/carers, each pupil and representatives of LA's, social service departments and other interested professionals have a clear understanding of the opportunities on offer at Buxlow School

3.5 Parents/Carers, each pupil and representatives of LA's, social services departments and other interested professionals understand all key aspects of school life at Buxlow School and are prepared to play their part in ensuring the success of any placement.

3.6 Prospective parents should also consult the School's terms and conditions, which are available on the website.

4 Regulatory framework

4.1 This policy has been prepared to meet the School's responsibilities under:

4.1.1 Education (Independent School Standards) Regulations 2014; (as updated 2026);

4.1.2 Statutory framework for the Early Years Foundation Stage (DfE,September 2025;

4.1.3 School Attendance (Pupil Registration) (England) Regulations 2024;

4.1.4 Education and Skills Act 2008;

4.1.5 Childcare Act 2006;

4.1.6 Equality Act 2010;

4.1.7 Any immigration or visa rules if applicable;

4.1.8 Data Protection Act 2018 and UK Data Protection Regulation (UK GDPR). Last updated March 2023; and

4.1.9 SEND Code of practice: 0 to 25 years (DfE and Department of Health and Social Care, January 2015. Last updated April 2020).

4.2 This policy has regard to the following guidance and advice:

4.2.1 Children missing education (DfE, September 2016); and

4.2.2 Working together to improve school attendance (DfE, August 2024).

5 Publication and availability

5.1 This policy is published on the School website.

5.2 This policy is available in hard copy, on request, from the School office.

5.3 This policy can be made available in large print or other accessible format if required.

6 Responsibility statement and allocation of tasks

6.1 The Proprietor has overall responsibility for all matters which are the subject of this policy.

6.2 To ensure the efficient discharge of its responsibilities under this policy, the Proprietor has allocated the following tasks:

Task	Allocated to	When / frequency of review
Keeping the policy up to date and compliant with the law and best practice	Head	As required, and at least annually
Monitoring the implementation of the policy, relevant risk assessments, any action taken in response and evaluating effectiveness	Head	As required, and at least annually
Maintaining up to date records of all information created in relation to the policy and its implementation as required by the UK GDPR	Head	As required, and at least annually
Seeking input from interested groups (such as pupils, staff, parents) to consider improvements to the School's processes under the policy	Head	As required, and at least annually
Formal review	Proprietor	As required, and at least every two years

7 Equality, diversity and disability

7.1 All candidates for admission will be treated equally, irrespective of their or their parents' race, sexual orientation, religion or belief, pregnancy or maternity, sex, gender reassignment or any disability. Candidates will also be treated equally in respect of their parents' age, sex or marital or civil partnership status.

7.2 The School is inclusive and welcomes applicants with disabilities and special educational needs. The School currently has limited facilities for the disabled but will do all that is reasonable to comply with its legal and moral responsibilities under the Equality Act 2010 in order to accommodate the needs of applicants who have disabilities for which, with reasonable adjustments, the School can cater adequately.

7.3 Parents of a child who has any disability or special educational needs (that are not included in the child’s EHCP) should provide the School with full details on registration. The School needs to be aware of any particular requirements which may affect a child's ability to participate in the admissions procedure and to take full advantage of the education provided at the School.

7.4 The School shall determine the reasonable adjustments that are required for the applicant based on the information provided, in accordance with the School's obligations under equality legislation. The School will consult with parents about the adjustments which can

reasonably be made to ensure that the application procedure is accessible for the child and that the School can cater adequately for the child should an offer of a place be made.

7.5 In instances where provision is above the remit of the school's resources for example additional Occupational Therapy or Speech and Language sessions already provided as part of the provision and above what is stated in Section F of the pupils EHCP, in order for the child to access the full curriculum, parents would be advised that an additional cost may ensue or support should be sought outside school.

7.6 The School serves a diverse community, and some pupils have English as an additional language. Pupils who are at an early stage of learning English as an additional language (i.e. those who join the School with little or no English) or who are at a more advanced stage of learning English but still below the level of competence expected within their age group, will require additional support which is provided as part of language interventions.

8 Procedures

8.1 Prospective parents can contact the School via email centreadmin@buxlowschool.org.uk or via telephone 0208 9043615.

8.2 All our pupils have EHCP's in place, a consultation needs to take place with the Local Authority prior to any Parents being invited for a tour. During the consultation process, if the school feels that we can meet the child's needs, Parents will then be invited for a visit.

8.3 **Entry points**: The following procedures apply at each of the main points of entry (September) and also to candidates for occasional vacancies in any other year group.

8.4 **Admissions procedure**: The School's admission procedure has the following elements:

8.4.1 Stage 1: Referrals made to Buxlow School will normally be made by Local Authorities (LA). A range of detailed information concerning that pupil should accompany these referrals. Where this is not the case, the school will seek access to such information as soon as possible including information regarding the individual's Education, Health and Social background. The Head of Centre/SENCO will assess whether or not the school can meet the pupils needs and if so, arrange for a home or school visit.

8.4.2 Stage 2: The visits will include; A discussion around the successes and challenges experienced by the child to date. A discussion with parents and carers regarding their hopes and expected outcomes from the proposed school placement. A discussions with the young person, where appropriate, regarding their hopes and expected outcomes from the proposed school placement where appropriate. A tour of the school. An introduction to key staff.

8.4.3 Stage 3: If, following these visits, all concerned agree that the pupil's needs can be met at Buxlow School and that the young person can be adequately supported with the planned resources available and that the pupil and parents/carers are committed to the placement, the school will inform the LA offering a place and if the LA agree to the placement arrangements will be made for admission.

8.4.4 The School is nonselective thus there are no formal assessments. However, paperwork will be sought from the transfer school.

8.4.5 Additionally, we kindly request copies of your child's passport, birth certificate, and immigration status (if applicable).

9 Admissions criteria

The admissions criteria are:

- The pupil will be aged between 4 and 11 years of age (EYFS, KS1 – KS2)
- The pupil will usually have an Education and Health Care Plan (EHCP)
- The EHCP will usually highlight that the pupil has Autism Spectrum Disorder (ASD) and/or Attention Deficit Hyperactivity Disorder (ADHD) resulting in difficulties in communicating, socialising and regulating emotions.
- The pupil may have learning difficulties and/or low attainment that are associated with the needs highlighted on their statement or EHCP**.**
- The pupil may have one or more specific learning difficulties.
- The pupil will express a commitment to the placement**.**
- The pupil's parents/carers will express a commitment to the placement.
- For all "Looked After Children", there must be permanently named carers and a permanent home base for the pupil, available at any time throughout the year.
- We commit to verifying the child's immigration status and nationality if applicable, including assessing whether the child requires sponsorship from the school (not available) to secure a visa for studying in the UK;
- Ensure commitment to the School's ethos as described in the School's aims; and ability to meet the needs of the child.
- We reserve the right to restrict the offer of places to children who we feel can benefit from the broad and varied curriculum offered and make a positive contribution to the School community.
- All candidates must have the legal right to live and study in the UK.

The Local Authority will:

- Provide the School with all current advice and information concerning the pupil.
- Nominate Buxlow School in Section 1 of the EHCP.
- Agree contractual arrangements for transporting the pupil to and from Buxlow School if necessary and criteria are met.
- Make any arrangements for transporting the pupil to and from Buxlow School.

Oversubscription for entry at age 4: If the School has more applicants than places available, we offer places in the following order of priority: (1) Children of staff within the Inspired Learning Group; (2) Siblings of current or former pupils, and; (3) all other pupils in strict

order of registration. Please note that admission is not automatic and the candidate must meet the admissions criteria.

It is assumed that pupils will automatically progress through the School, subject to them meeting the required standards of behaviour and progress.

10 Bursaries

10.1 Bursaries are not available at Buxlow School.

11 Sponsored students

11.1 Not applicable at Buxlow School.

12 Training

12.1 The School ensures that guidance and training is arranged for those who are responsible for maintaining the Admission Register.

12.2 The level and frequency of training depends on role of the individual member of staff.

13 Record keeping and confidentiality

13.1 All records created in accordance with this policy are managed in accordance with the School's policies that apply to the retention and destruction of records.

13.2 A confidential admissions record will be kept for each candidate.

13.3 The School will provide specific pupil information on request to the Secretary of State, or the local authority who may wish to examine and take extracts of registers for schools in their area.

13.4 **Admission register**

In accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2024 for pupils admitted to the School, the School will:

13.4.1 maintain an admission register (sometimes referred to as the school roll); and

13.4.2 inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points

13.4.3 enter the names of all pupils (both compulsory and non-compulsory school age) on the admission register, as well as other required contents set out in Chapter 7 of the guidance;

13.4.4 keep the admission register electronically, backed up at least monthly. A printout should be done at least termly, and kept securely by the School;

13.4.5 preserve every entry for six years;

13.4.6 only delete a pupil’s name from the admission register for a reason set out in the guidance.

13.5 The records created in accordance with this policy may contain personal data. The School has a number of privacy notices which explain how the School will use personal data about pupils and parents. The privacy notices are published on the School's website. In addition,

staff must ensure that they follow the School's data protection policies and procedures when handling personal data created in connection with this policy. This includes the School's Data Protection Policy and Information Security Policy.

14 Version control

Date of adoption of this policy	September 2025
Date of last review of this policy	January 2026
Date for next review of this policy	Spring 2028
Policy owner (School)	Head