

Admissions Policy

Roselyn House School

2026 – 2027



Approved by:	Jack Birkenhead	Date: 17/07/2026
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1. Aims

Roselyn House School is a Section 41 Approved School which means parents have the right to request that the school is named in section I of their child's Education, Health and Care Plan (EHCP). However, this should be done in consultation between the Local Authority and Roselyn House School. If a place is available then the EHCP must specify the parent or young person's preference unless it would not be suitable for the child's age, ability, aptitude or special educational need; or it would be incompatible with the efficient education of other children; or it would not be an efficient use of resources.

This Policy works within the following guidance:

- The Education Act 2002.
- The Education (Pupil Registration) (England) Regulations 2024.
- School Admissions Code 2021, where applicable to Section 41 placements.
- The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012.
- Prevent Duty Guidance for England and Wales, updated 2023.
- Keeping Children Safe in Education 2026, statutory guidance for schools and colleges, effective from 1 September 2026.
- Children and Families Act 2014.
- Section 41 listing.
- Working together to improve school attendance, statutory guidance.

Roselyn House School is committed to ensuring that admissions decisions are made fairly, consistently and without unlawful discrimination, in accordance with the Equality Act 2010.

2. Procedure

Any enquiry regarding placement for a student at Roselyn House School will require a copy of the individual student's Education, Health and Care Plan (EHCP)/referral notes, together with relevant current assessments.

Once this is received, the Headteacher will make relevant notes regarding the student's individual requirements. If the school is able to meet needs, the Headteacher gives confirmation by completing a consultation form.

This will then be discussed internally between the Headteacher, the senior business manager, SENCO and year leads. Following this, the Headteacher will contact the relevant Education Authority and where necessary, discuss the student with their placement officer.

Admissions decisions are based on:

- assessment of need
- available provision
- staffing levels
- health and safety considerations
- compatibility with existing pupils
- efficient use of resources

Prior to admission, safeguarding information, risk assessments and relevant child protection records will be requested from the previous setting or placing authority. Any safeguarding concerns identified during the admissions process will be managed in accordance with the school's Safeguarding and Child Protection Policy and Keeping Children Safe in Education (KCSIE) 2026.

Prior to admission, appropriate behavioural, safeguarding and therapeutic risk assessments will be reviewed to ensure the school can safely meet the young person's needs.

Any referrals sent will be recorded in a database so that at any time information should be available for inspection. Once satisfied the school will organise a non-prejudicial visit (NPV); where prospective students, parents/ carers, social workers and educational welfare officers/family support workers will be invited to attend.

Students and visiting parties will be shown around and offered a full introduction to the facilities, procedures and curriculum on offer, taking into account specific individual needs. At the end of the visit, all will meet with the Headteacher, year lead or SENCO.

After this visit, further visits can be arranged to discuss any additional matters. A discussion will take place as to whether school or an outreach programme is the most appropriate placement, whether a transition period will be appropriate, nurture provision or initial reduced timetable. Transition planning may include:

- phased admissions where appropriate
- multi-agency involvement
- personalised transition plans
- visits prior to admission

Meetings will be arranged at mutually convenient times and may take place in person or remotely where appropriate.

Once the student and their parent/carer are satisfied then a discussion between the Headteacher and Senior business manager will take place in order to arrange a starting date. An offer of a place is not an agreement. Before a pupil can be registered at a school the parent (or prospective pupil) must have accepted the offer, either by agreeing to the starting day in advance or the pupil attending the school on that day (Lancashire only).

The student and their family will be given details of 'induction' together with a prospectus and consent forms. Depending on individual circumstances and arrangements with the LEA. The student will be collected each day from home and transported to school. See Transport Policy. Roselyn House School will develop strong links between school and home and issues arising from individual behaviour will be honest and open for discussion at any time with the relevant staff.

Any safeguarding concerns identified during consultation, transition or admission will be recorded on CPOMS and reviewed by the Designated Safeguarding Lead.

Where parents, carers or placing authorities disagree with an admissions decision, concerns should initially be raised with the Headteacher and may be pursued through the school's Complaints Procedure.

3. Admissions

Roselyn House School is a school which caters for the needs of individual students who demonstrate a range of social, emotional and mental health difficulties. Admission may not proceed where the school cannot safely meet the young person's needs, where appropriate staffing or provision is not available, where the placement would not be compatible with the efficient education or safety of existing pupils, or where health and safety cannot be maintained.

Students who may require one to one or two to one supervision will be considered so as to ensure an adequate staff supervision ratio. Due regard will be made to the appointment of appropriate staff or use of external agencies/therapists.

A student may also be placed on a permanent or temporary outreach timetable, which is bespoke to their needs and agreed with the placing authority, parents and young person. This may consist of reduced hours, as all parties have agreed this to be more beneficial at the current time for the student. Students on an outreach programme will have Roselyn House School named on their EHCP.

Following admission, behaviour support plans, therapeutic interventions and risk management strategies will be developed where appropriate to support successful integration into school.

Where a young person has a history of substance misuse, violence involving a weapon, arson or other significant behaviours that may present a risk, this will be considered as part of an individual risk assessment to determine whether the school can safely meet need.

Admissions will also be accepted on a short-term assessment basis where the future of the student would be determined on a one-to-one assessment programme of learning support.

4. Procedures following Admission

- Roselyn House School will ensure that the special educational needs outlined in the young person's Education, Health and Care Plan or other records can be met within the school or on an outreach programme.
- Additional resources/agencies will be utilised as and when required.
- Post admission placement meetings are informed by up-to-date detailed assessment and information.
- An Initial Assessment will normally take place within eight weeks. This meeting should endorse the placement and agree the details to inform individual support plans. All stakeholders should be invited to participate in this meeting. If a meeting does not go ahead, baseline assessments will be collated and communicated between all stakeholders.
- Individual risk assessments are conducted before admission and are reviewed as part of the post admission reporting or as and when required.
- Have in place a systematic approach for keeping admission records, in line with current legislation.
- Ensure that all relevant documentation (contracts, permissions etc.) have been signed by the appropriate Local Authority personnel/parent/guardian prior to admission of the young person.

- Ensure in admitting a young person that prior to the end of the post admission period (usually up to 8 weeks) they have identified and completed.
- Contractual arrangements between the school and the placing Authority through completed National Schools Contracts and funding agreement letter are completed.
- Base line information and assessment details to be presented in advance of post admission review.
- Information stating what needs to be in place before a new child/young person can be admitted.
- An induction process for a new child/young person.
- A system that identifies the resources and expertise required to meet the child/young person's individual needs (IEP's).

5. Admissions Register

The school keeps an admission register which contains an index in alphabetical order of all the students at the school and the following information about each student. A student cannot be added to the register unless consent of placement is agreed by parents, carers or guardians (Lancashire September 2024):

- Student number (UPNs).
- Name in full.
- Sex.
- The name and address of every person known to the school to be the parent of the student and, against the entry on the register of the particulars of any parent with whom the student normally resides, an indication of that fact and an emergency telephone number.
- Day, month and year of birth.
- Day, month and year of admission or re-admission to the school.
- Name and address of the school last attended if any
- Leave date when applicable
- Leaving destination
- That when a leaving student's destination is given as another school, the school has verified this new school as a legally registered provider
- That where the leaving student's educational destination is unknown, or is not given as a legally registered school, this has been reported to the local authority in a timely manner.

Admissions records will be maintained securely in accordance with the school's Information and Records Management Policy, Data Protection Policy and relevant GDPR legislation. The admissions register is maintained electronically using the school's approved management information system.

We will inform the relevant local authority of any student who is going to be removed from the admission register where they:

- They have been taken out of school by their parents and are being educated outside the school system e.g., home education.
- They have ceased to attend school.
- Have been certified by the school medical personnel as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age.
- Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to school at the end of that period.
- The school can no longer meet their needs, and it has been agreed by the placing authority to remove them.

In order to promote safeguarding with our young people it is important for us to keep in direct communication with the placing authority and inform them when a student has gone off roll. This allows the authority to identify students who are missing education and be able to track those who may be at risk of abuse or neglect. If a student has not attended school for up to ten consecutive days, the authority will be informed, and school will contact relevant people in order to ascertain the whereabouts of the student. (See Safeguarding Policy).

6. Monitoring Arrangements

This document will be reviewed every year, but may be reviewed and updated more frequently if necessary. It will be reviewed by **Mr Jack Birkenhead (Headteacher)** in consultation with the wider school community.

7. Linked Policies

This Policy is linked to the following policies and documents:

- Child Protection and Safeguarding Policy
- Attendance Policy
- SEND Policy
- Behaviour Policy
- Restrictive Physical Intervention Policy
- Single Equality Policy
- Data Protection Policy (GDPR)
- Complaints and Representations Policy
- Transport Policy
- Accessibility Plan

