



Building a future for young people

# Admissions policy

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## 1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

## 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

. This policy complies with our funding agreement and articles of association.

## 3. Definitions

The **normal admissions round** is the period during which parents/Guardians can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

**Parents** – Include legal guardians, Registered Managers and Social Workers.

**Looked after children** are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

**Previously looked after children** are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

## 4. How to apply

Meadows School now accept applications for pupil places in every year group and throughout the year. Parents, guardians or Social Workers seeking the admission of pupils are asked to complete

the appropriate application form which can be found within our admissions information booklet or can be downloaded from the website.

## **5. Requests for**

### **Admission outside the normal age group**

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

## **6. Allocation of places**

### **6.1 Admission number**

The school has a maximum of 26 pupils on roll and no oversubscription capacity. Priority will be given to pupils who are looked after by Meadows Care our proprietor.

1. Priority will next be given to looked after children and all previously looked after.
2. Priority will next be given to children who would benefit most from attending a trauma informed school. This will be decided by the Headteacher with professional guidance from our Therapy/Psychology service.

#### **6.4 Tie break**

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use random allocation as a tie breaker to decide between applicants. This process will be independently verified.

### **7. In-year admissions**

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose statement of SEN or EHC plan names the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, and your child fits our admission criteria, your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

### **8. Appeals**

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and email it to [enquiries@meadowscare.co.uk](mailto:enquiries@meadowscare.co.uk)

### **9. Monitoring arrangements**

This policy will be reviewed and approved by the Schools Governing body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.

## **10. Charging and Remissions**

All referral requests will be referred to the Placement's Manager for costing.

The Head Teacher will ensure that the following applies:

All activities that are a necessary part of the National Curriculum plus religious education that occur as part of the normal school day, will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.

All other activities will carry a charge based upon the principle of best value when planning activities that incur costs to the school and/or charges to parents.

No pupil will be prevented from participating because their parent/guardian/carer cannot make a contribution.