



LONDON SCHOOL ADMISSIONS POLICY

This policy applies to the whole school

The Policy is available to the school staff on the 'Staff Share'

We have a whole school approach to safeguarding, which is the golden thread that runs throughout every aspect of the school. All our school policies support our approach to safeguarding (pupil protection). Our fundamental priority is our pupils and their wellbeing; this is first and foremost.

Scope: All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy and its procedures both within and outside of normal school hours, including activities away from school. All new employees and volunteers are required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the *Policies Register*.

Legal Status: Complies with The Education (Independent School Standards) (England) Regulations currently in force.

Monitoring and Review: These arrangements are subject to continuous monitoring, refinement, and audit by the Headteacher. The Proprietor and Advisory Board will undertake a full annual review of this document, inclusive of its implementation and the efficiency with which the related duties have been implemented. This review will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff will be informed of the updated/reviewed arrangements and it will be made available to them in writing or electronically.

Policy Agreed: May 2025

Date Published: May 2025

Next Review: May 2026

Signed

Mr Javier de la Fuente
Headteacher

Ms Katie Thompson
Proprietor's Agent

Introduction: Landon School's aim from its inception has been and still is to provide a high quality co-educational education for children in Key Stages 1&2 who have a diagnosis of autism.

We welcome applications irrespective of religion, race and ethnicity. If, after reading the school prospectus and visiting the website, you would like to learn more about Landon School, please contact our Proprietor or School office to make an appointment.

Referrals: We accept referrals from Local Authorities (LA). We are able to give parents information regarding our admission process, however, we are unable to accept referrals from parents, unless they intend to pay fees privately. We encourage parents to engage in a dialogue with their local authority and make a joint application.

Admission process: Once a referral has been received from a LA, the paperwork will be read by a senior manager and discussed at the weekly Referrals, Admissions and Assessment meetings. If the pupil does not meet the admission criteria or there are no places available, a letter will be sent to the Local Authority to inform them that the referral is not going to be followed up.

If the referral is suitable for assessment, a date for an Initial Contact Meeting will be made by contacting the Local Authority SEN officer. This will consist of a tour around the school for parents and child together (if suitable); a discussion between parents and the Head Teacher, while the prospective pupil might spend sometime in the designated classroom.

After the Initial Contact Meeting, if both the school and the family would like to go ahead with an assessment, a date will be set for an Assessment Week. The Local Authority will be contacted with dates so that transport can be arranged by them.

The assessment will consist of:

- a. Observations by the class teacher, a member of the admissions team or a member of the management team
- b. A visit to the family and child at home
- c. A visit to the current educational placement
- d. A multi-disciplinary meeting at school where all professionals involved share information about the assessment.

Once the assessment process has been completed and all relevant information has been gathered, an assessment report will be compiled and a decision will be made as to whether Landon School will be an appropriate placement for the child. The decision will be made in line with the Code of Practice:

- a) Special Educational Needs – can the school meet the child’s needs?
- b) Resources – would the placement be an inefficient use of resources?
- c) Current pupils – would the placement be incompatible with the efficient education of the other children with whom the child will be educated?

The LA will be notified in writing of the outcome of assessment within 10 working days of completion of the assessment process. The process is deemed to be completed when all information has been gathered, which may or may not be the date of the assessment appointment.

If Landon School is able to meet the child’s special educational needs, an offer of a place, a start date and the proposed fee will be suggested to the LA. When the LA confirms that the offer of a place is going to be taken up, Landon School will send a letter confirming this to the LA and to the parents. The LA is responsible for making transport arrangements with the parents and will inform the school accordingly.

Transition plans will be made with the LA, the current school placement and the parents. This will include a social story for the pupil to prepare them for the relevant class group and communication with parents over any issues or worries they may have. A home-school contract will also be agreed by both parties

Criteria for admission: The following criteria will be considered:

- The child will have a Statement of Special Educational Needs, issued by their Local Authority.
- The Local Authority will accept financial responsibility for the pupils’ education at Landon School.
- The child will have the commitment and support of their parents/carers to the educational approach used at Landon School through parents agreeing to the home/school contract.
- The school is suitable for the child’s age, ability and aptitude.
- The child’s attendance at school would be compatible with the provision of efficient education for the children with whom the child would be educated.
- The attendance of the child at the school would be compatible with the efficient use of school resources.
- Admissions are made on the basis of availability of placements, taking into account the above factors, plus a child’s level of functioning, learning difficulties and age

Parents or guardians will also be asked to provide the School with any further information which they feel will enable us to take the best possible care of their children. Parents are provided with key documents and directed to the School’s website where policies are available. Parents are also provided with information on the legal definition of Parental Responsibility.

The Headteacher Mr Javier de la Fuente can be contacted at the school’s address both in term time and during the holidays. The school address is also on the website contact details. The admission of a pupil to Landon School is at the discretion of the headteacher.