




Date approved	September 2024	Approved by	Executive Director
Review cycle	1 year	Signature	
Date for review	September 2025	Author	Headteacher

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2023) 'School Admission Appeals Code' This policy operates in conjunction with the following school policies:
- Pupil Equality, Equity, Diversity and Inclusion Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- SEN Information Report

1. Scope

1.1 This policy applies to all stakeholders involved with the Kingsmead School

2. Principles

2.1 Kingsmead School values the dignity of every individual member of staff and will apply this policy fairly and consistently in line with its core values of RESPECT. We will explore reasonable adjustments in applying this procedure to employees with a disability

3. Rationale

3.1 Kingsmead School is a 160-place special school for pupils with social, emotional and mental health difficulties (SEMH). The school can admit pupils in Key Stage 2, 3, 4 & 5.

3.2 Up to 50 places at Kingsmead School are for pupils based at the Castle School dual registered with an EHCP. These pupils will have Kingsmead School named in Section I

3.3 Up to 20 placements in Kingsmead School are for pupils who have needs which prevent them from being educated on site and may be taught in the community or at home. These pupils will have Kingsmead School named in Section I

3.3 All admissions to Kingsmead School are supported via the local authority (LA) and at their direction, normally through Inclusion Placement Panel, however in rare occasions the commissioner may come directly to the Headteacher or Director of Send for The Respect Collaboration of Schools

4. Admissions Criteria

4.1 Pupils can only be admitted to Kingsmead School through the following routes;

- Pupils with identified Social Emotional and Mental Health Difficulties whose needs can best be met through the stability of a long-term placement in a special school and have an EHCP
- Pupils where their current placement has broken down and an EHCP is in the latter stages of SEND process and Kingsmead School is deemed the most appropriate long-term setting for the pupil
- Pupils where their current placement has broken down and an EHCP has not been reviewed or updated in line with the pupil needs. A period of assessment is required before determining next steps

4.2 Respect Collaboration of Schools reserves the right to educate pupils at the most appropriate school within its collaboration. The identified school will consult with parents to ensure their child's needs are best met.

4.3 Equalities

Our Schools will admit any pupil who fits the criteria for Kingsmead School and will not discriminate based on protected characteristics

5. Application process and Referrals

5.1 All applications for places on the Kingsmead School roll or for Gateway SEND Assessment must come through Derby City SEND Service and will be managed centrally through the Respect Collaboration of Schools

5.2 Kingsmead School will reply to SEND within 15 working days to either offer a place, request additional information or to give grounds, if unable to offer a place

5.3 The SEND department may make applications for pupils who are undergoing statutory assessment but for whom the process of issuing an EHCP has not yet been finalised. In these cases, the pupils will be treated as if they have an EHCP for purposes of numbers on roll.

5.4 Pupils who were initially referred to the Bridge Street School may, either following a period of assessment or once identified as requiring assessment, be transferred onto the roll of the Special School (Dual Registered) if it is decided that their needs can be best met through a longer-term placement via the school. In such cases the usual LA procedures will be followed and the appropriate consultation with parents and professionals will be completed in line with the SEND Code of Practice.

5.5 Any referrals that fall outside of the admissions criteria or over school numbers will be considered on a case-by-case basis and may be offered a placement if the appropriate funding and support can be secured from the LA. Where further discussion is required, the case will be referred to the Governing Body

5.6 Pupils named Kingsmead School on their EHCP but best placed at Castle School, will be directed at admission or after a period of induction, if required. Pupils will be dual registered throughout their education at the school

5.7 Once a placement is agreed all pupils will attend a planned induction programme. All new pupils receive an initial visit with parents/carers. They will usually enter on a part-time programme to facilitate a range of assessments and to ensure that the pupil's programme can be best matched to individual need

7. Escalation Routes

7.1 In circumstances where a school place is not offered, due to the way we are commissioned this is the responsibility of the Local Authority (LA) and Kingsmead School are therefore unable to make any adjustments

7.2 Additionally where placements are offered but not wanted/required by parents this should be raised with the LA

7.2 Where there may be other concerns raised around the conduct of Kingsmead School or its staff this should be addressed through Respect Collaboration of Schools Complaints Policy