



**Kingsmead
School**

Admissions Local Agreement

Approved By:	Chief Executive Officer	Date:	20/03/2026
Author:	Director of Education (DCEO)	Date:	01/03/2026
Last reviewed on:	20/03/2026		
Next review due by:	30/03/2027		

1. Statement of Intent

This is the local admissions policy for Kingsmead School and aligns with Respect Collaboration Trust (RCT) Admissions Policy and values

Kingsmead School, as part of Respect Collaboration Trust, ensures admissions are fair, transparent and inclusive. Decisions place the pupils best interests and individual needs first. We work in partnership with the Local Authority (LA), parents and other agencies. We do not discriminate on unlawful grounds and make reasonable adjustments where appropriate.

2. Legal framework

This policy is written in accordance with:

- School Standards and Framework Act 1998
- Education Act 1996
- Children and Families Act 2014
- Equality Act 2010
- Human Rights Act 1998
- Data Protection Act 2018 and UK GDPR
- School Admissions Code (DfE, 2021)
- School Admission Appeals Code (DfE, 2023)
- SEND Code of Practice 0–25 (DfE, 2015)

This policy should be read with:

- Respect Collaboration Trust SEND Policy
- Respect Collaboration Trust Admissions Policy
- Respect Collaboration Trust Data Protection Policy
- Respect Collaboration Trust Complaints Policy

3. Commissioned places and capacity

Commissioned capacity: 180 pupils including up to 40 Post-16 (P16)

Admissions decisions will consider suitability, safety, need, and current capacity. Where commissioning limits are reached, the school will liaise with the LA and RCT regarding availability and alternatives.

4. Admissions routes

Kingsmead is a specialist SEND setting. Admissions are accepted through authorised channels only:

- SEND processes including EHCP consultations and statutory assessment
- Local Authority coordinated admissions and in-year processes where applicable
- Managed moves or supported transitions where agreed with the LA and/or Trust

The school does not accept direct parental approaches for specialist placements outside the LA/RCT referral pathways.

5. Criteria for specialist placements

A placement may be agreed where one or more of the following apply:

- The pupil has an EHCP naming Kingsmead
- The pupil is undergoing statutory EHC needs assessment and Kingsmead can offer suitable interim provision
- The pupil has a draft EHC plan and is to be named Kingsmead
- There is a breakdown of current placement and the LA identifies Kingsmead as appropriate
- The pupil's needs are best met by Kingsmead's specialist curriculum and support

6. Application and decision-making timelines

- EHCP consultations: Kingsmead will respond within 15 calendar days in line with the SEND Code of Practice.
- Other authorised referrals: Kingsmead will confirm decision outcomes promptly and within 15 days wherever practicable, subject to receipt of full information and a suitability assessment.
- Parents and referring schools will receive clear written outcomes and next steps.
- Where needed, a structured induction and phased start may be used.

8. Registration and transition

- Pupils with EHCPs naming Kingsmead will be single-registered at Kingsmead.
- For any time-limited or assessment placements agreed with the LA, the registration arrangement will be specified in writing.
- Reviews will be conducted with parents and the LA to monitor placement suitability and outcomes. Exit planning will be clear and timely.
- Details of procedures and processes are outlined in the school's admissions processes.

9. Equality, inclusion and non-discrimination

Kingsmead does not discriminate on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, pregnancy or maternity, socioeconomic status or prior educational background. Reasonable adjustments are made as required.

10. Appeals and complaints

- For EHCP naming decisions, appeals must be directed to the Local Authority SEND Team in line with statutory processes.

- Concerns about conduct or process can be raised via the Respect Collaboration Trust Complaints Policy.

11. Monitoring and review

This policy is reviewed annually. The Director of Education ensures local protocols remain compliant with Trust policy and statutory guidance.

12. Data protection

Data will be processed to be in line with our requirements and protections set out in the UK General Data Protection Regulation, Data Protection Act as amended by the Data (Use and Access) Act 2025.