

Admissions policy

KWS Bedford



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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 2021](#)
- › [School Admission Appeals Code](#)

As an independent school, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [Independent School Inspection Framework](#).

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

3. Definitions

The **regular admissions round** is the period during which the local authority will formally consult KWS. This may include normal transitions at the end of keystage 2, moving into year 7, or these may be in year admissions.

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

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

4. How to apply

Applications are made through a formal consultation process by the Milton Keynes Local Authority, following a special school panel.

5. Requests for admission outside the normal age group

Requests will not be taken outside of the child's usual school age.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 25 pupils across the school; places will only be allocated if KWS can meet the need as prescribed by the EHC plan and if there is a space. KWS has 25 spaces allocated across the school, with no more than 5 pupils in a class. 10 pupils in a keystage.

6.2 Selection

KWS will select children through formal consultation by the local authority through the EHC plan. KWS will select children when their prescribed needs can be met by the resources that KWS have available and if there is space.

6.3 Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, on a first-come, first-served basis until all places are filled.

1. Priority will next be given to children based on social or medical need. The school defines social and medical needs as Social, Emotional, Mental Health difficulties. Evidence will be given through a formal consultation by the local authority SEND team.

6.6 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the regular admissions round or at any point in the normal year of entry. We may refuse admission in some instances where KWS are unable to meet the needs as prescribed on the EHC plan, or whose attendance would have a detrimental effect on the resources of the school and the other students' capacity to engage and use the resources of the school.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

6.7 Fair Access Protocol

We participate in Bedford Borough's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

7. In-year admissions

KWS takes in year admissions dependent on whether there is space within the correct year group and whether we can meet the needs as prescribed on an EHC plan.

If there is no space 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.

The local authority will submit applications for in-year admissions to the SEND team by process of formal consultation.

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 send it to the local authority's designated officer for SEND.

9. Monitoring arrangements

This policy will be reviewed and approved by the trustees every two years.

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. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.