

# Journey Independent School Admissions Policy

September 2025



## **Admissions Policy for Journey Independent School**

**Implementation Date:** September 2025

**Review Date:** September 2026

**Date Policy Agreed:** September 2025

### **1. Introduction**

This policy outlines the principles and procedures governing admissions to Journey Independent School, an independent special school supporting pupils with Special Educational Needs and Disabilities (SEND) and Social, Emotional and Mental Health (SEMH) needs. It is designed to ensure transparency, fairness, and compliance with current statutory guidance, including the *SEND Code of Practice: 0–25 years* (updated 2024) and the *Working Together to Improve School Attendance* (2024).

### **2. Legal Framework**

This policy complies with:

- *Children and Families Act 2014*
- *SEND Code of Practice: 0–25 years*
- *Equality Act 2010*
- *Independent School Standards Regulations 2014*
- *Education Act 1996*
- *Data Protection Act 2018 (UK GDPR)*

### **3. School Ethos and Provision**

Journey Independent School provides specialist education for pupils aged 5-18 years old with SEND and/or SEMH profiles. We offer:

- **Individualised learning plans**
- **Therapeutic support**
- **Small class sizes**
- **A trauma-informed approach**
- **Access to EHCP-driven provision**

We can only welcome pupils with an Education, Health and Care Plan (EHCP), subject to assessment of need and capacity.

### **4. Admissions Criteria**

Places can be accessed at any time of the year. Admissions are only agreed if an EHCP has been completed and the needs of the child have been clearly defined in line with the school's designation.

Places cannot be held till the beginning of a new term due to extremely high demand

Pupils may be admitted if:

- **They have SEMH and/or SEND needs that align with the school's provision.**

- **Their needs cannot be met in a mainstream setting.**
- **An EHCP names the school or is under assessment.**
- **The school has capacity and resources to meet the pupil's needs safely and effectively.**
- **The school is suitable for the child's age, ability, aptitude, disability and assessed special educational needs.**

We consider:

- EHCP documentation (if applicable)
- Educational psychology reports
- CAMHS or clinical assessments
- School history and safeguarding records
- Parental views and pupil voice

### Referral Routes

Parents, LA Send Teams, Virtual Schools, Social Workers etc may contact the Headteacher regarding a school visit, however, the LA will ultimately decide whether to commission a place at the school, therefore:

- Parents/carers who wish to consider a place at the school for their child should contact their LA SEND Team for guidance on relevant procedures.
- All EHCPs should incorporate clear and accurate description of needs
- As an Independent School, Journey Independent School cannot be named on the EHCP without the Headteacher's permission, and this decision will not be subject to appeal through the LA.

## **5. Admissions Process**

### **1. Initial Enquiry**

Doncaster Local Authority may contact the school to discuss suitability.

### **2. Referral and Documentation**

A formal referral is made, including relevant reports and EHCP, via an Out of Area [OOA] Search.

### **3. Triage Process**

The SLT and SENDCo review the documentation with the referral to identify suitability of our school for the candidate.

### **4. Assessment and Visit**

The pupil and family are invited to visit. Staff assess needs, compatibility, and provision match.

### **5. Trial Placement (if appropriate)**

A two day trial may be offered to assess suitability in practice.

### **6. Decision and Offer**

The Headteacher and SENDCO review all evidence from initial referral to trial outcome. If the school can meet the pupil's needs, a formal offer is made.

## 7. Local Authority [LA] OOA SEND Panel

Once the Headteacher has made a formal offer and communicated this to the Local Authority, the student awaits the LA Panel decision. If successfully agreed at panel, the Local Authority contacts Journey Independent School to confirm funding is in place as well as parents. Parents are contacted by Journey Independent School, and the LA. Where transport is required, the necessary forms are supplied to parents to complete.

## 8. Transition Planning

Placement starts when transport is confirmed and organised. A personalised transition plan is developed in collaboration with the pupil, family, and prior roll school where appropriate.

## 6. The Admissions Register

The admission register must include:

- the child's legal name and the name normally used in school.
- the address of the child (formerly only mentioned the address of the parents).
- the pupil's start date (rather than date of admission).
- It must be kept for six years (previously three years).

### Reasons for removing a pupil from the Admissions Register:

A – the pupil has been registered at another school.

B – the pupil has not continued at the school following completion of nursery education.

C – the pupil is also registered at one or more other schools, and the other schools have agreed the deletion.

D – the pupil has a school attendance order which has been changed to name another school.

E – the pupil had a school attendance order which has been revoked.

F – the parent of a pupil has notified the school in writing that the pupil will be leaving the school to be educated otherwise than at a school.

G – the pupil no longer normally lives a reasonable distance from the school.

H – the pupil has not returned following a leave of absence.

I – the pupil has been continually absent from school for 20 school days unauthorized, or 10 school days absence after authorized absence, and reasonable steps have been taken to secure the pupil's attendance.

J – the pupil is detained under a sentence of detention.

K – the pupil has died.

L – the pupil will be over compulsory school age and will not continue into the sixth form.

M – the pupil is a boarder at a school maintained by a local authority or academy and their boarding fees have not been paid.

N – the pupil has ceased to be a pupil at an independent school or non-maintained special school.

O – the pupil has been permanently excluded from the school. at an independent school or non maintained special school.

## **7. Oversubscription and Waiting List**

If the school is at capacity, a waiting list will be maintained. Priority is given to pupils with EHCPs naming the school via Local Authority referrals.

## **8. Monitoring and Review**

This policy is reviewed by SLT and the Governing Body, updated in line with legislative changes and best practice guidance from NASEN and the Department for Education.

Amended: September 2025

Review by: September 2027

Responsible Person: Angela Cousins

## **9. Contact Information**

For admissions enquiries, please contact:

### **Kate Ludlam - Business Manager**

Journey Independent School

Oak Tree Lodge, Woodfield Park, Tickhill Road, Balby, Doncaster, DN4 8QN

01302 492239

[kate@journeyeducationgroup.co.uk](mailto:kate@journeyeducationgroup.co.uk)