



Admissions Policy: NeneGate School

1. Statutory Framework

Admissions to NeneGate School follow the Local Authority (LA) process as set out in the following statutory guidance:

- SEND Code of Practice (2015) – Sections 9.78–9.79 outline that parents can request a specific school in an Education, Health and Care Plan (EHCP), and the LA must consult with the school before naming it.
- Children and Families Act 2014 – Section 39 requires the LA to consult and consider suitability before naming a school.
- School Admissions Code (2021) – Applies to all schools and requires fairness and transparency in admissions.
- Consultation Response Time – The SEND Code of Practice states that schools must respond to LA consultations within 15 calendar days.

2. Our Enhanced Admissions Process

Step 1: LA Consultation

When the LA consults us regarding a potential placement, the school leadership team will review the EHCP and associated documents. The Headteacher and SENCO are responsible for initial assessment of suitability.

Step 2: 15-Day Response

The school must respond to the LA within 15 calendar days as required by the SEND Code of Practice (Section 9.79). The response will indicate whether the school believes it can meet the child's needs based on available information, recognizing that the school has yet to gather information from family and current school/ provider.

Step 3: Initial Meeting

If our initial review suggests a possible match, the SENCO will arrange a meeting with the pupil and their family. This meeting aims to understand the child's needs and ensure family involvement, in line with the SEND Code of Practice principles of participation.

Step 4: Information Gathering

Parents/carers and the current school or alternative provision provider will be asked to complete an Information Gathering Document (see Appendix). This document provides detailed information on the child's strengths, needs, and any relevant background. The SENCO oversees this process.

Step 5: Child and Family Visit

The child will be invited to visit the school, accompanied by their parents/carers. This visit allows the child to experience the environment and meet key staff, while parents gain a clear view of whether the site meets their expectations and have the opportunity to meet staff and understand facilities.

Step 6: Staff Input

Following the visit, staff will add observations and recommendations to the Information Gathering Document. This includes input from teaching staff, pastoral team, and any specialists involved.

Step 7: Decision-Making

A decision will then be made as to whether the school can meet the child's needs effectively and safely. The Headteacher and SENCO will lead this discussion and involve the family. The decision will be communicated promptly to the LA in writing.

3. Key Principles

- Family-Centered Approach – Parents and pupils are actively involved in the process (SEND Code of Practice, Chapter 1).
- Transparency and Timeliness – We adhere to the statutory 15-day response requirement.
- Suitability and Safety – Decisions are based on whether the school can meet the child's needs without compromising the efficient education of others or the efficient use of resources (Children and Families Act 2014, s39(4)).

4. Safeguarding Responsibilities

NeneGate School is committed to safeguarding and promoting the welfare of children throughout the admissions process. All actions taken during admissions must comply with statutory guidance, including Keeping Children Safe in Education (KCSIE) and Working Together



to Safeguard Children. Staff involved in admissions must ensure that any safeguarding concerns identified during the process are recorded and acted upon in line with the school's safeguarding policy. Designated Safeguarding Lead (DSL) oversight is required for all admissions decisions.

5. Equality and Inclusion

NeneGate School adheres to the Equality Act 2010 and the principles outlined in the SEND Code of Practice. We are committed to ensuring that all admissions decisions are free from discrimination and promote equality of opportunity. The admissions process will consider reasonable adjustments to accommodate pupils with disabilities and ensure inclusive practice. Decisions will be based solely on the ability of the school to meet the child's needs effectively and safely, without prejudice.



Appendix: Information Gathering Document

Name of child:	Date of Receipt:
Date of Meeting 1:	Staff Present:
Notes:	Views on school's capacity to meet need:
Outcome of Meeting:	
Date of initial response sent to LA:	Additional information requested:
Summary of Conversation / Information from Setting <i>Current access to provision; current academic information; current level of support; current interventions; specific questions generated by school meeting</i>	
Date of Meeting with Family:	
Summary of Meeting with Family: Views on placement and Nenegate; awareness of provision on offer; needs of child; additional agencies supporting	
Summary of Conversation with Child:	
Date of Meeting 2 and Notes of Discussion:	
Decision:	YES / NO
Date response sent to LA:	

