



Admissions Policy

Policy Reviewed by:	Suzy Hollett (HR Manager)
Date:	01.08.2026

Policy Verified by:	Sara Llewellyn (School Leader-CEO)
Date:	08.08.2025

Date for Next Review:	01.09.2027
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Rationale

Maple Haven School is an independent Special Education Needs School with the fees covered by the relevant Local Authority, often Kent. Admissions usually take place in September; however, we are willing to take pupils anytime through the academic year. The School operates an admissions process that complies with the Equality Act 2010 and does not unlawfully discriminate against pupils on the basis of protected characteristics.

The offer of a place is subject to:

- The School will consider class sizes, staffing ratios, group dynamics, medical needs, health and safety considerations and available resources when determining whether a placement can be offered.
- The school having the facilities and resources to meet the pupils needs
- The School will consider whether it can safely meet a pupil's needs while maintaining the welfare, health, safety and educational provision of all pupils.
- Appropriate funding being secured
- The School provides education for children and young people aged 4 to 25 years, subject to available places, appropriate funding and the School being able to meet need.
- The pupil has, or has the intention of having an EHCP,
- The pupils' learning needs are unable to be met from the resources available in a mainstream / Maintained school.

We are able to support pupils with:

- Complex medical needs, including enteral feeding via gastrostomy / jejunostomy (inclusive of blended diet). Tracheostomy care/suctioning, oral suctioning, epilepsy, dysphagia, medication requirements. The School maintains appropriately trained staff and will assess each referral individually to ensure needs can be safely met.
- Cognitive and learning delays.
- Severe learning difficulties.

- Communication difficulties.
- Hearing or Visual Impairment.
- Multi- sensory impairment.
- Physical Needs.

This is not an exhaustive list.

Admissions Process

- Local Authority consultation received.
- Documentation reviewed.
- School visit and assessment undertaken.
- School considers whether needs can be met.
- Response sent to Local Authority.
- Funding arrangements agreed.
- Placement confirmed.
- Transition arrangements implemented.

Where Demand Exceeds Available Places

Priority will be determined based upon:

- The School's ability to meet need.
- Compatibility with existing cohorts.
- Available staffing and resources.
- The Local Authority consultation process.

If a Local Authority recognises that a pupil's needs will best be met by the expertise at the Maple Haven School, they will send the EHCP and relevant paperwork to the school. Prospective parents, carers and professionals are encouraged to visit the School to understand the provision available and determine whether it is likely to meet the pupil's needs.

As part of the EHC plan, parents/carers have the right to request that the LA that maintains the plan to name the school of their choice (Children and Families Act 2014 Part 3 section 38 (2) (b) (ii)). On receipt of the paperwork a senior member of staff and /or School leader will arrange a visit to the pupil's present placement or home as appropriate. The family will be invited to view the school.

Staff will then discuss the appropriateness of the application based on the admissions criteria and respond to the LA within 15 days. The Local Authority will inform the parents of their decision regarding naming the school on the pupil's EHCP. Once an application for placement has been confirmed by the LA, a transition meeting will be arranged involving all relevant parties and a plan set up for the pupil's entry into school.

Complaints

Any concerns regarding admissions should be raised through the School's Complaints Procedure.