



Villa Real School
together we achieve

School Admissions Policy 2025

Responsibility: Alex Morris

Date: January 2025

Signed & Adopted by the Governing Body:

Chair of Governors

Date: 20.01.2025

Date to be reviewed: January 2026

ADMISSIONS POLICY



Article 15. Freedom of association

Every child has the right to meet with other children and to join groups and organisations, as long as this does not stop other people enjoying their rights.

Article 18. Parental responsibilities, state assistance

Both parents share responsibility for bringing up their child and should always consider what is best for the child. Governments must support parents by giving them the help they need, especially if the child's parents work.

Article 28. The right to an education

Every child has an education. Primary education must be free. Secondary education must be available to every child. Discipline in school must respect children's dignity. Richer countries must help poorer countries achieve this.

INTRODUCTION

Durham County Council (DCC) is the admissions authority for Villa Real. Admission to Villa Real is by way of an Education, Health and Care Plan (EHC Plan) via the SEN Team at DCC.

Parents or carers or, in the case of an EHC Plan, aged 2-19 may request that Villa Real is named in their EHC Plan. If a child's parent or a young person makes a request for Villa Real to be named in their EHC Plan, the Local Authority (LA) must comply with that preference unless it would be unsuitable for the age, ability, aptitude or special educational needs (SEN) of the child or young person or the attendance of the child or young person at Villa Real would be incompatible with the efficient education of others, or the efficient use of resources. The LA responsible for making the EHC Plan, retains responsibility for securing the special educational provision specified in the EHC Plan. An LA is required to consult with Villa Real and consider its comments very carefully before naming it in an EHC Plan. Once Villa Real is named in an EHC Plan, the school must admit the child or young person.

Admissions coordinator

The named Admissions Coordinator is Samantha Dawson.

Admissions criteria

All admissions to Villa Real must be suitable to the child's identified SEN. The following four broad areas of need and support are identified in the Special Educational Needs and Disability Code of Practice 2015. Children are admitted to Villa Real because they have SEN in one or more of the following areas.

- Communication and interaction
- Cognition and learning
- Social, emotional and mental health difficulties
- Sensory and/or physical needs

Furthermore, children will be admitted to Villa Real where their difficulty presents the main barrier to learning and there is significant multi-professional evidence to that effect and the school can meet the requirements as set out in the EHC Plan. Where the child has other associated conditions or difficulties which are auxiliary to their difficulties in any one or more of the above areas then their admission shall be considered to be reasonable; where those other conditions or difficulties which are not associated with the above areas represent the main barrier to learning then admission is not reasonable.

Allocation to specific provision is decided on an individual basis by Senior Management Team, the Head Teacher, in consultation with parents/carers and multi-agency team. Teaching and learning strategies for pupils/students will be decided by the school, in consultation with parents and other professionals.

The LA must not name Villa Real in an EHC Plan where it would be unsuitable for the age, ability, aptitude or special educational needs (SEN) of the child or young person or the attendance of the child or young person at the school would be incompatible with the efficient education of others (i.e. the children and young people with whom the child or young person with an EHC plan will directly come into contact on a regular day-to-day basis) or the efficient use of resources. Efficient education means providing for each child or young person a suitable, appropriate education in terms of their age, ability, aptitude and any special educational needs they may have. The building must also meet their specific needs.

Admissions to Villa Real are usually for full-time placement with the exception of 15 hours Early Years places.

The School will only consider part time arrangements as part of Continuing Care Plans or as transition arrangements.

If a place becomes available mid-year, the school will consult with the LA and match the place to a child with appropriate SEN. Only in exceptional circumstances will Villa Real admit pupils who do not have an EHC Plan which names the school. These circumstances are as follows.

- To be assessed for an EHC Plan with their agreement (in the case of a young person) or the agreement of their parent (in the case of a child), the LA, the school and anyone providing advice for the assessment.
- An emergency placement following a change in circumstances with their agreement (in the case of a young person) or the agreement of their parent (in the case of a child), the LA and the school.
- Where the school is directed to admit a child or young person by the Secretary of State, the First Tier Tribunal (Special Educational Needs and Disability) or the Upper Tribunal Administrative Appeals Chamber.

Admissions process

Where a child has SEND which can only be met through specialist educational provision, the decision to place in a specialist provision is made by the Multi-Agency Provision Panel. SEND Casework Team can be contacted on 03000 265878.

If a child or young person moves into the area and has previously had specialist provision, then the LA may consult directly with the school. Once Villa Real is named in an EHC Plan, the school must admit the child or young person. An admission date will be given and a transition process, appropriate to the needs of the child or young person (as applicable), will commence and supported by our SENCO and class teachers. Transition usually begins at the beginning of the Summer Term however in very complex cases maybe year long.

In-year admission transition arrangements are made with the family or carers as appropriate. Transition may include representation on behalf of the school at the child or young person's annual review meeting, visits to their current school and visits to Villa Real.

All parents or carers or professionals are encouraged to visit the school on a flexible basis to meet the needs of the family. Other visits are available by direct appointment with the SENCO.

Parents may seek a place for their child outside of their normal age group, for example, if the child is more able or has experienced problems such as ill health.

Villa Real will make decisions based on the circumstances of each case and in the best interests of the child concerned. Villa Real will take into account:

- The views of the parents/carers
- The child's academic, social and emotional development
- Where relevant, the child's medical history
- Whether the child has previously been educated out of his or her normal age group
- The views of the Headteacher