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# Adventure Wellbeing School

## Admissions Policy

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## Introduction

This policy outlines the principles and procedures by which pupils are admitted to our special school. We are committed to providing an inclusive and supportive environment for children with special educational needs (SEN), ensuring that each pupil receives the education and care that best suits their individual requirements.

## Aims and Objectives

- To ensure a fair, transparent, and consistent admissions process.
- To admit pupils whose needs can be appropriately met within the resources and expertise available at the school.
- To work closely with parents, guardians, and relevant professionals throughout the admissions process.
- To comply with all relevant legislation and statutory guidance, including the Children and Families Act 2014 and the Special Educational Needs and Disability (SEND) Code of Practice.

## Eligibility Criteria

Admission to Adventure Wellbeing school is available to children and young people who:

- Have an Education, Health and Care Plan (EHCP) or Statement of Special Educational Needs that identifies a need for specialist provision.
- Are referred by the relevant local authority's SEN panel or placement team.
- Have needs that can be met within the expertise and resources of the school, including staffing, facilities, and therapeutic support.

## Admissions Procedure

1. Referral: Referrals are typically made by local authorities. Parents and guardians may also express interest directly, but formal applications must be supported by the local authority.
2. Review of Documentation: The school will review all relevant documentation, including the EHCP, reports from professionals, and any previous educational records.

3. Assessment: The school will complete an assessment by inviting the child for a visit to school or conducting a home visit or current school visit to determine whether the school can meet their needs effectively.
4. Decision: The admissions panel, comprising senior staff and relevant specialists, will make a decision based on the best interests of the child and the capacity of the school.
5. Notification: Parents, guardians, and the local authority will be notified of the outcome in writing. If a place is offered, arrangements for transition and induction will be discussed.

## Oversubscription

If the school is oversubscribed, priority will be given to children whose needs most closely match the provision available, and who are referred by the local authority in line with statutory requirements. A waiting list may be maintained, and places offered as they become available.

## Appeals

Parents and guardians have the right to appeal a decision not to offer a place. Appeals should be submitted in writing to the Admissions Manager, who will review the decision in consultation with the admissions panel. Further recourse is available through the local authority's established appeals process.

## Transition and Induction

Once a place has been accepted, the school will work closely with the pupil, their family, and relevant professionals to develop a personalised transition plan. This may include phased entry, additional visits, and meetings with key staff to ensure a smooth and supportive start.

## Review and Monitoring

This policy will be reviewed annually, or sooner if required by changes in legislation or guidance. Feedback from parents, pupils, and professionals will be considered as part of the review process.

## Contact Information

For further information about admissions, please contact the schools Admissions Manager via email – [referrals@awschools.com](mailto:referrals@awschools.com).