

Admissions Policy 2026 – 2027

Admissions Policy

1 Introduction

1.1 Oakfield School is a co-educational school for both day and residential pupils who have Social, Emotional, and Mental Health (SEMH) difficulties.

1.2 This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's process for commissioning places
- Explain how to appeal against a decision not to offer your child a place

2 Legislation and statutory requirements

2.1 This policy is based on the following advice from the Department for Education (DfE):

- School admissions code - GOV.UK (www.gov.uk)
- School admission appeals code - GOV.UK (www.gov.uk)

2.2 Oakfield School will meet and respond to its responsibilities under the Equality Act 2010 as set out in the Public Sector Equality Duty, April 2011.

3 Pupil Admission Number (PAN)

3.1 Oakfield School provides education and SEMH support for pupils aged between 11 to 16 years.

3.2 The capacity of the school is 130 places, including The Rowan Building, Residential Provision and the Vocational Skills Centre.

3.3 The agreed PAN for Oakfield School is 130.

4 Commissioning

4.1 A pupil aged between 11 to 16 years can be referred to the school at any time during the academic year.

4.2 Pupils who are referred to the school often have been diagnosed or undiagnosed with SEN and associated barriers to learning, including SEMH; Communication Difficulties; ADHD; and ASD.

4.3 Pupils who are referred often display challenging behaviour, are at risk of suspension or have been suspended. Some pupils who are referred

prefer smaller learning environments and have emotional barriers to accessing mainstream education.

4.4 Once request documentation has been received from a Local Authority it will be considered by the Deputy Headteacher/SENDCO.

4.5 All places at the school are commissioned by a Local Authority.

4.6 All pupils attending the school have an Education, Health and Care Plan (EHCP) and therefore will have undergone extensive assessment before enrolling with the school.

4.7 Oakfield School aims to provide every pupil with a unique and enriching experience to prepare them for the next stage of their academic learning journey.

5 Process

5.1 Consults are sent to Oakfield School via the consulting Local Authority for a formal consultation. The Trust is the admission authority for the school and as such, each consultation is considered by the Deputy Headteacher. The consultation process may involve a visit to the child at their current placement or home. A consultation letter will then be sent to the consulting Local Authority.

5.2 Before the commencement of the placement, the school's admission paperwork will be completed at the home address between the parents/carers and the school's Parent & Young Person Liaison Officer or Multi-Agency Coordinators. The pupil will have a visit to the school and information will be gathered from the child's previous placement, and the SEND Team will be informed of the placement and start date.

5.3 On their first day of admission, the pupil will be given further information about the school and its expectations. The induction may include the opportunity to spend time with some of the staff; this may also extend beyond the first day.

5.4 Within 12 weeks of being on roll, a review meeting will take place. At this meeting, the finding of the school's initial assessment is shared and discussed with the pupil and their family. The first Individual Behaviour, Education and Care Plan (IBEC) is written, along with the individual Risk Assessment and Positive Handling Plan.

6 Appeals

6.1 If Oakfield School identifies that it cannot meet the needs of the child. should parents/carers wish to appeal this decision they must set out the grounds for their appeal in writing to the Headteacher.

6.2 The SEND Code of Practice entitles parents to appeal to the SEN and Disability Tribunal if their home Local Authority refuses to name their school of choice in the EHCP or the named school refuses to offer a place.

7 Complaints

7.1 Any objections to this policy should be raised with the school through the school's Complaints Policy & Procedure.

8 Review & Monitoring

8.1 This policy will be reviewed annually by the Deputy Headteacher and published on the school website.

8.2 Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Trust Board will consider these changes.

9 Links to other policies

9.1 This policy should be read in conjunction with the following policies:

- SEND Policy
- Equality Policy & Objectives
- Complaints Policy
- Child Protection Policy