



ADMISSIONS POLICY

Status: Statutory

Last reviewed by: Helen Ball

Approved by: SLT- SBM

Last Approved: Dec 2025

Frequency of Review: Annual

Date of next Review: Dec 2026

Displayed: One Drive and Website

ADMISSIONS POLICY

West Sussex County Council (the 'Local Authority') is the admissions authority for St Anthony's School. Students can only be referred if they have a current Education, Health and Care Plan, and the parents have expressed a written preference to the LA for their child to attend the school.

Students will be admitted up to a total on roll number ("planned places").

For September 2025 the agreed planned places for St Anthony's School is 248.

1. Admission Criteria

For a student to be admitted to the school the Headteacher and LA must be confident that the school is the right placement to successfully meet the students SEN. A place will therefore only be offered when these overarching principles are met:

A. The LA and Headteacher have agreed that the student's individual SEN can be met by the school. The school will be considered to be a suitable placement if the student's individual SEN meet the following criteria:

- i. The student has a learning difficulty as assessed by an Educational Psychologist which places the student in a category of a child who has an EHCP. The school is designated as a school for children with moderate learning difficulties with additional needs in some cases
- ii. The student must have a demonstrable additional barrier to learning that would reasonably be predicted to make their placement in a mainstream learning environment very unlikely to succeed. Such a barrier could be due to a social, emotional, communication or developmental delay or a behavioural, health, sensory or physical difficulty, including a combination of such difficulties

B. That the student's admission should not adversely affect the educational progress of any other student at the school . In the context of the needs of all students at the school, students must therefore meet the following criteria:

- i. A student will be considered for admission unless their SEN and/or behaviour is likely to cause persistent disruption of other student's learning, or put other students at risk of emotional or physical harm, and that the school believes that despite the implementation of all reasonable modifications to the curriculum and learning environment, such difficulties would not be managed successfully within school resources.

C. That a place is available within a suitable group or setting. If a suitable place is not available, either within an appropriate group or as a result of the school being full (i.e. all planned places taken), a student would not usually be admitted. However, in exceptional circumstances, and with the Headteacher's agreement, the LA may fund an additional place. This will only be agreed if all the above criteria are fully met.

2. Age of Transfer Admissions/ Start of Academic Year - both primary and secondary. All referrals for a place at St Anthony's School should be made by the parent (or carer with parental authority) in writing to the LA SEN Assessment Team (Places for September entry into Year R, 3, 7 will be initially discussed at a Considerations Meeting held the previous November, and students will only be accepted for a place following agreement between the Headteacher and the LA SEN Team. This is normally agreed by February before September start. Students in other year groups may also start in September.

Admission into St Anthony's will be considered for any student who meets the admission criteria of age and SEN, who is transferring from any primary, secondary phase school, including St Anthony's or from a West Sussex mainstream school, or by special agreement, schools from another Local Authority.

For students and parents who have been given a place at St Anthony's School, there will be a comprehensive preparation and induction programme during the preceding term to the student starting at the school. Students will be expected to start on the first day of the Autumn Term.

3. In Year Admission

The school will accept referrals for any suitable student to be considered for admission into any year after September at any time.

The Admission criteria as detailed above will apply.

Parents wishing to make such a referral should contact the school for a visit and discussion with the Headteacher before contacting the LA and making a written request for a place.

For students admitted during the school year, an individual preparation and induction programme will be discussed and agreed with parents. This would usually involve a mix of visits and part-time 'taster' sessions; the length of this preparation will depend on the student's confidence and motivation, and a judgement of how well and how quickly, they are likely to settle into the school.

Parents should be aware that in some cases a carefully planned induction period of part-time attendance may be required before the student attends full-time.

4. Transport

If the LA agrees to place a student at St Anthony's School, they will be responsible for funding and providing home-school transport so long as the student:

- i. lives more than 3 miles from the school
- ii. is not capable of independently using public transport

Transport arrangements can be discussed by contacting the West Sussex County Council Transport Team.