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# Kingsley Learning Foundation Trust

## Admissions Policy

Chair Signature: *D. Withers*

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## 1. Introduction

The purpose of this policy is to ensure that Kingsley Learning Foundation Trust (KLFT) schools make accurate provision for children with appropriately designated needs, in compliance with legal and moral obligations. It aims to prevent inaccurate placements and ensure that all involved in seeking and administering placements fully understand the admission process, promoting fairness and clarity for all stakeholders.

Kingsley Special Academy is a school for pupils aged 4 to 11.

Red Kite Special Academy is a school for pupils aged 4 to 18. Post 16 provision is not guaranteed due to a limited number of places and does not accept external placements for this provision.

Both schools admit pupils with profound and multiple learning difficulties (PMLD), moderate and severe learning disabilities (MLD/SLD) and Autistic Spectrum Disorders (ASD).

## 2. Post-16 provision

Places within the Red Kite Post-16 provision are strictly limited to a maximum of 10. Placements will be offered to pupils whose needs can be best met within this provision, while the Senior Leadership Team retains discretion to adjust placement numbers in exceptional circumstances.

When offering space to the LA via the consultation process, all the following factors will be considered:

- The curriculum in place and how suitable it is for the pupils' learning needs
- That all safeguarding requirements can be met to ensure that all pupils remain safe
- The health, safety and welfare of all pupils within the setting
- The pupil's physical needs and how these can be supported
- Any therapeutic support requirements that may be necessary.

Places will not exceed the maximum of 10, and the final decision on allocation will be made at the discretion of the Senior Leadership Team. Red Kite is not obliged to fill all available places, and in some circumstances, fewer than 10 places may be offered, depending on:

- Safeguarding requirements
- The health, safety and welfare of all pupils
- Individual physical needs
- Any therapeutic support requirements.

### **3. Admissions**

The schools will admit a pupil where they are named in a Local Authority (LA) Education Health and Care Plan (EHCP) and are specifically organised to meet the needs of pupils with Special Educational Needs and Disability (SEND).

KLFT, working with the North Northamptonshire LA, has produced a designation outlining the needs of the pupils for which they can best provide, the curriculum to be offered and structure of the school day. Prior to naming the school in an EHCP, the LA will have consulted with the Headteacher in line with their statutory obligations to ensure the placement is appropriate to the needs of the child.

### **4. Criteria and arrangements**

Pupils usually join the school at the start of the school year, but, by arrangement with the Headteacher, can access places at other times of year. Consideration will be given to the numbers in and the profile of each Key Stage.

### **5. Eligibility criteria**

- The school can meet the pupil's SEND
- The pupil to be admitted has a significant degree of learning disability, and the learning disability presents as the main barrier to learning and that there is significant multi-professional evidence to that effect
- The pupil's placement is not incompatible with the efficient education of the other children with whom the child would be educated
- The placement is an efficient use of resources
- The Local Authority has named the school in a pupil's EHCP.

### **6. Access prior to entry**

- The commissioning LA will consult with the Headteacher before naming the school in an EHCP and will determine placement following consultation with the school
- Professionals wishing to visit the school should contact the school
- Staff from school may visit the pupil in their current setting
- A visit by the pupil and guardians would also be considered appropriate; guardians should contact the school.

### **7. Referral to the school**

Prospective pupils will be referred to the school by the EHC team during the EHCP assessment process, phase transfer or following a request of change of placement. Placement at the school is only available through a referral from a commissioning LA. Places will not be offered to independent applicants.

- Parents wishing their child/young person to be placed at the school should contact their LA in the first instance
- Placement at the school will be by consultation from the commissioning LA to the Headteacher, acting on behalf of the KLFT and Governing Body, who will consider the potential suitability of the pupil to the school profile and giving consideration to those pupils currently on role
- The Headteacher will use the information within the EHCP and additional documents provided to inform a decision as to the suitability of the pupil for placement at the school, taking account of the eligibility criteria described above, and will inform the LA EHC team within 15 days of receipt of the consultation letter and documents
- Transfer between school phases will be considered in line with statutory obligations.

## **8. Appeal arrangements**

The SEN Code of Practice entitles parents to appeal to the SEN and Disability Tribunal if their LA refuses to name their preferred school in the EHCP.

## **9. Funding of places**

Through the Education and Skills Funding Agency (ESFA) the Department for Education directly funds academies. Academies negotiate additional funding from the LA commissioning a school place.

## **10. Access/Travel**

The designated LA transport team determines eligibility for funded SEN Transport; applications must be submitted directly to the LA. Guardians will be expected to transport their child to and from school for those that are not eligible.