



Admissions statement

Toni McCarroll
February 2024

Introduction

Langley is a special school for pupils with Special Educational Needs. The school is a primary school with an Early Years Provision. The places at Langley are determined by Birmingham Local Authority.

In order to ensure the correct placement of pupil at Langley, the Headteacher will consider,

- The wishes of the parents/carers
- The Education, Health Care Plan and the provision required to support the pupil to work towards the outcomes
- Observations of the pupil within their current setting, if more information is required.

The following steps are followed:

- The LA send paperwork (EHCP plus any additional reports from professionals) for pupils referred from the placement panel.
- The Headteacher reviews the paperwork and assesses the suitability of placement at Langley School.
- If the placement is likely to be suitable and further information is required, an observation of the pupil is carried out, by a member of teaching staff as delegated by the Headteacher, in their current setting.
- A response is returned to the referring Local Authority to say whether the school is able to offer a place or not.
- Parents are invited to visit the school if they have not already done so.
- The response is considered by the referring Local Authority and a decision is made and communicated to parents and school.
- Parents are requested to complete and sign the relevant admissions paperwork.
- The school keep an admissions register with all information on it.
- Office and/or pastoral staff will support parents in completing the relevant school paperwork if required.

Parents are welcome to visit the school at any stage during the process and even before the child has been referred to the placement panel, however no offer of a place can be made unless the above process has been followed

Policy Reviewed on: 02/02/2025

Reviewer: Toni McCarroll

Next Review: February 2026