



# Admissions Policy

Toni McCarroll  
January 2024

## Introduction and aims

The school does not have a formal policy, as it is the LA that refers pupils to the school and determines the criteria for admission. The following steps are followed by the school:

- The LA send paperwork (EHCP/Statement) for pupils referred from the placement panel
- The Assistant Headteacher and Senior Learning Mentor (delegated by the Governing Body) read the paperwork and assess 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 the Head, DHT, AHT or SLM, in their current setting.
- The reply slip is sent back to the LA to say whether the school is able to offer a place or not. Places are only offered if there is a vacancy within the appropriate class.
- Parents are invited to visit the school if they have not already done so.
- If parents are happy with the placement, then a formal offer of a place is made, and parents are requested to complete and sign the relevant paperwork.
- The school keep an admissions register with all information on it. This is maintained by the Senior Leadership Team and the Office manager
- The Senior Leadership Team conduct all visits on the designated days.
- Office staff and the School Nurse will support parents in completing the relevant school paperwork.

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

## Monitoring and review

Policy Reviewed on: 12.1.2024

Reviewers: Toni McCarroll

The next scheduled review is January 2025.