



HILL VIEW SCHOOL

Policy Name:

Admissions Policy

Policy reviewed and adopted by LSC	
Review Frequency	Annually
Last Reviewed	
Next Review	
Responsible	Headteacher

ADMISSIONS POLICY PURPOSE

This policy provides information about Hill View School's admissions arrangements for prospective parent carers and guidance for staff and governors about admissions procedures, roles and responsibilities.

INTRODUCTION

Hill View School is a Special Academy created through the free school programme, scheduled to open on 1st September 2024 and be managed by The Oak Partnership Trust (TOPT). At capacity, the school will be funded to make provision for 120 children and young people between the ages of 5 and 16 years old with a diagnosed SLCN and/or SEMH primary need. Further information about the school can be found on our [website](#). Hard copies of our website information are available on request to office@hv.oak.education.

The school will gradually build up its roll over three years. The current plan for this is shown in the table below:

Proposed Admissions	Sep 2024	Sep 2025	Sep 2026
Key Stage 1	15	20	30
Key Stage 2	15	20	30
Key Stage 3	30	30	30
Key Stage 4		10	30
Total Admissions	60	80	120

VISITS TO THE SCHOOL

Visits to Hill View School are welcome and can be booked on the school website. These tours will be an opportunity to discuss a child's special educational needs and the educational aims and values of the school.

ADMISSIONS TO THE SCHOOL

TOPT will have regard to its Supplemental Funding Agreement with the Secretary of State for Education in respect of all admissions to Hill View School. (See Appendix).

Learners will be admitted to Hill View School at different ages and stages. Whilst the school will offer places from Year 1 (age 5), the class structure is designed so that the school will always have the opportunity to consider suitable admission requests for older learners; particularly at the beginning of each successive key stage.

Successful applications for admission will identify Hill View School as the most appropriate provision for the needs of the learner; where they will find a peer group that supports their wellbeing, and where they will have the best chance of making academic and personal progress. For a young person to be admitted to Hill View School, the school must be named by the local authority (LA) in their Education, Health & Care Plan (EHCP). That EHCP will identify the child or young person as having a primary need related to SLCN and/or SEMH.

The overwhelming majority of young people admitted will be resident in Somerset, but we will also work in partnership with other local authorities (via Somerset LA) and Parent Carers to assess the suitability of potential applicants for a place.

Hill View School and TOPT must consent to being named on an EHCP, except where admitting the young person would be incompatible with the provision of efficient education for other learners, and where no reasonable steps may be made to secure compatibility. Hill View School and TOPT will have regard to relevant guidance issued by the Secretary of State to maintained schools when making its determination.

In exceptional circumstances the school may also admit a young person for the purposes of an assessment of their educational needs, in agreement with the LA, the Trust, the young person's parent carers and any other professional whose advice is to be sought in accordance with regulations.

Under the 1996 Education Act and the Children and Families Act 2014, parents have the right to express a preference for a specific school.

The Application Process

All applications for a place at the school are made to Somerset Local Authority.

Further Information can be found on the Local Authority website: [Somerset SEND Local Offer](#)

Independent information and advice is available from: [IPSEA](#) and [SENDIAS](#)

Hill View School and TOPT will consider requests for admission to Hill View School having regard to the Special Educational Needs and Disability Code of Practice: 0-25 years, 2015, under part 3 of the Children and Families Act 2014 where the child or young person is in possession of, or being assessed for an Education, Health and Care Plan.

Section 9.78 of the 2015 code states that the child's parent or the young person has the right to request a particular school, college or other institution of specified types, including Hill View School to be named in

their EHC plan.

Section 9.79 states that the local authority:

“**must** comply with that preference and name the school or college in the EHC plan unless: it would be unsuitable for the age, ability, aptitude or SEN of the child or young person, or the attendance of the child or young person there would be incompatible with the efficient education of others, or the efficient use of resources. Efficient education means providing for each child or young person a suitable, appropriate education in terms of their age, ability, aptitude and any special educational needs they may have. Where a local authority is considering the appropriateness of an individual institution, ‘others’ is intended to mean the children and young people with whom the child or young person with an EHC plan will directly come into contact on a regular day-to-day basis.”

The local authority **must** consult the governing body or headteacher and consider their comments very carefully before deciding whether to name a school in the child or young person’s EHC plan by sending us a copy of the draft plan.

The local authority **must** also seek the agreement of a school where the plan sets out any provision to be delivered on its premises which is secured through a direct payment. Where this includes a direct payment for SEN provision, it **must** include formal written notice of the proposal specifying:

- the name of the child or young person in respect of whom direct payments are to be made
- the qualifying goods and services which are to be secured by direct payments
- the proposed amount of direct payments
- any conditions on how the direct payments may be spent
- the dates for payments into a bank account approved by the local authority, and
- any conditions of receipt that recipients **must** agree to before any direct payment can be made

Section 9.83 of the code places a duty on a school to respond within 15 days. The school **must** admit a child or young person where it is named on their EHC plan.

CONSULTATION AND ASSESSMENT

TOPT delegate the admission consultation and assessment process to the Headteacher of Hill View School. Upon receipt by the school of consultation paperwork, the headteacher will review submitted papers and where possible organise for staff to see the prospective learner in their current educational setting. If this is not possible, the prospective learner may be invited to meet staff responsible for transitions into Hill View School with a Parent Carers at Hill View School.

Following assessment, a formal response to the consultation will be submitted by the school to the local authority. If the outcome of the consultation determines that the needs of the learner can be successfully met at Hill View School, the Headteacher will make arrangements to ensure the LA is informed and advised of the earliest date the learner may be admitted to the school.

- If it is felt that Hill View School **cannot** meet the needs of the learner without additional

- resources, the Headteacher will advise the LA, detailing any reasonable steps that may be taken.
- If it is felt that Hill View School **cannot** meet the needs of the learner as it is unsuitable for their age, ability or aptitude or special educational needs; or if their attendance at the school would be incompatible with the provision of efficient education for the learners with whom he/she would be educated, or the efficient use of resources, and there are no reasonable steps the school or local authority could take to admit the learner, a detailed response will be provided to the referring LA explaining the reasons for such a decision.

All consultation responses will be approved and signed by the Headteacher before submission to the LA for further consideration.

APPEALS

If the LA decides **not** to name Hill View School on an Educational, Health and Care Plan against a parent carers wishes, they may appeal to the SEND Tribunal. Parents should contact the LA SEND service for further details about how to make an appeal. The Headteacher, SENCo or Key Stage Coordinator may be called upon by the LA to act as a witness at the tribunal hearing. Alternatively, if the LA decides to name Hill View School and parents are not in agreement, they also have the right to appeal. As above, school staff may be asked to act as witnesses on behalf of the LA. Where TOPT considers that Hill View School should not have been named in a child or young person's EHCP, they may ask the Secretary of State to determine that the LA has acted unreasonably in naming the school and to make an order directing that LA to amend the child or young person's EHCP by removing Hill View School's name from the document.

References:

Children and Families Act, 2014

Special educational needs and disability code of practice: 0-25 years, 2015

Appendix A

Supplemental Funding Agreement Extract:

Admissions

2.H The Children and Families Act 2014 imposes duties directly on Academies in respect of pupils with SEN, including the admission of pupils with EHC plans. If an Academy Trust considers that a LA should not have named the Academy in an EHC plan, it may ask the Secretary of State to determine whether the LA has acted unreasonably, and to make an order directing the LA to reconsider. The Academy Trust must admit the pupil if such a determination is pending. The Secretary of State's determination will be final, subject to any right of appeal which a pupil (if over compulsory school age) or parent of the child may have to the First-tier Tribunal (Special Educational Needs and Disability) or the Upper Tribunal Administrative Appeals Chamber.

2.I Except where clauses 2.D and 2.T apply and any relevant provisions of the Children and Families Act 2014 apply, the Academy Trust may not admit a child to the school unless an EHC plan naming the Academy is maintained for that child

Appendix B: Further information about Admissions to Hill View School – Statement of Provision

STATEMENT OF PROVISION

Introductory Statement

Hill View School is a new co-educational special free school, established within The Oak Partnership Trust, to cater to the unique needs of children with speech, language, communication (SLCN) and social emotional and mental health (SEMH) difficulties. Situated in Martock, Ash, South Somerset, the school welcomes learners aged 5-16, providing a tailored learning experience that aligns with the national curriculum while prioritising specialised support and innovative teaching methods.

Tailored Curriculum for Personalised Growth

At Hill View School, the curriculum is meticulously crafted to meet the individual needs of each learner, regardless of their learning style or specific challenges. Our staff employ a range of teaching approaches, encompassing a specialist classroom environment, outdoor learning, vocational education, and kinaesthetic activities. This holistic approach ensures that every learner receives the support and engagement they need to thrive.

Outdoor Learning: Fostering Exploration and Connection

Hill View School recognises the importance of incorporating outdoor learning into the curriculum. Our learners engage in hands-on activities in natural settings, fostering a deeper connection with the environment and promoting physical activity, social interaction, and cognitive development. Outdoor learning provides a unique platform for exploration, creativity, and problem-solving, allowing learners to learn and grow in a stimulating and engaging environment.

Vocational Education: Preparing for Future Pathways

Amidst their academic pursuits, Hill View School learners are actively prepared for their future pathways. Our vocational education program introduces them to various career options, providing hands-on experience and skill development in areas such as catering, horticulture, and retail. This exposure empowers learners to make informed decisions about their future endeavours and equips them with the necessary skills for success in their chosen career.

Kinaesthetic Learning: Engaging the Whole Learner

A cornerstone of Hill View School's pedagogy, emphasises movement and active engagement in the learning process. Learners participate in physical activities, creative movement exercises, and drama-based learning, fostering a deeper understanding of concepts and promoting cognitive development. These kinaesthetic approaches ensure that every learner can actively engage with the curriculum and maximise their learning potential.

Aspirational Environment for Personalised Growth

Hill View School is committed to creating an aspirational environment where learners with SLCN and SEMH needs can thrive. Our dedicated staff, equipped with specialist expertise, collaborate with families to develop personalised learning plans that address individual challenges and foster academic, social, and emotional growth. Within this supportive and inclusive environment, learners are empowered to reach their full potential and prepare for a successful future.

Admission to Hill View School

Opening in September 2024, Hill View School will initially provide 60 places for children and young people in the age range 5-16 with SLCN and SEMH needs named on their Education Health and Care Plan. These numbers will rise incrementally each year to a maximum number on roll of 120 by 2028-29.

For a child to be admitted, the school must be named by Somerset local authority in the child's education health and care plan. Parents wishing their children to benefit from our provision should ask their local authority to name our school in their child EHCP.

The admissions system for children with an EHCP is different; you do not go through the normal admissions system. Part of the process of getting an EHCP involves getting a 'named' school. This means that you can express a preference for the school you want at the time you first get the EHCP or when your child moves to a different phase of education. If your child is currently placed in a school, you can ask for a change of school at an annual review.

The local authority must then consult with your preferred school. At this stage Somerset Local Authority will consult with Hill View School to determine whether the school would be appropriate to meet the child's needs. The school will consider this consultation and will offer a place if this is appropriate and the school is able to provide this without it being inefficient for the other learners in the school. However, the final decision on whether to name a school lies with the local authority.

As a school we may return a negative consultation for a variety of reasons:

- Your child doesn't fit the profile of the children that make up our main population, for example in terms of academic learning level.
- Taking another child would impact on the education of others in the school.
- Your child has a primary need that is not in line with our main population.

It is the local authority that will inform you of the outcome of the consultation. The local authority will also seek consultation with other schools in the area that it considers able to meet your child's needs.

Further information and guidance can be sought from the Casework Team, contactable through Somerset Direct 0300 123 2224.

Appendix C

Application/Consultation Process

Each application for a place at Hill View School is very carefully considered as it is not suitable for all those with a primary need of SLCN or SEMH. The overwhelming majority of young people admitted will be resident in Somerset.

All applicants must have an Education Health and Care Plan (EHCP) that outlines the learners primary need is SLCN and/or SEMH.

In addition, we consider:

- Whether Hill View is the best placement to meet the individual needs outlined on a child's EHCP
- Whether the placement is compatible with efficient education and relevant to the environment required for learners already placed in the school
- Whether the placement is an efficient use of resources, and should adjustments need to be made, that they are reasonable
- Whether the child will thrive and benefit from our particular curriculum and environmental offer, engage in a peer group that supports their wellbeing, and so have the best chance of making

academic and personal progress.

If we consider that a child's educational SEND can be met at Hill View, we will do our best to observe/assess them at their current school or at home. Where possible the school will meet parent carers and current or previous school staff to understand how best to meet their needs. Prospective parents are welcome to visit the school. Following consultation and agreement, Hill View will be named on the applicant's EHCP and the school will determine the appropriate funding banding level prior to the learner joining. This will be reviewed after the first term of attendance.

In exceptional circumstances Hill View may also admit a child for the purpose of an assessment of their educational needs with the agreement of the local authority, TOPT, the young person's parent carers and any other professional whose advice is to be sought in accordance with regulations. However, if we do not consider a child's needs can best be met at Hill View, we will make clear recommendations for an alternative placement to be named on their EHCP at the point of consultation.