



Fairlight Glen Independent Special School

Admissions Policy

Policy, Procedure and Guidance

This is a core policy that forms part of the induction for all Staff. It is a requirement that all members of Staff have access to this policy both on-line and in the staff handbook of policies.

Date written: January 2026

Date of next review: January 2027

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.

Purpose and Scope

This document sets out a clear, lawful and transparent admissions process for Fairlight Glen Independent Special School, admitting secondary-age pupils with Education, Health and Care Plans (EHCPs) referred by Kent County Council (KCC). This policy covers eligibility, referral and assessment steps, decision-making, induction, funding arrangements, appeals and data handling. It applies to all prospective secondary pupils whose primary or significant needs are within the school's specialist remit such as complex needs, including Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), social, emotional and mental health (SEMH) challenges, and learning difficulties

Legal and referral framework

Fairlight Glen admits pupils only where an EHCP names, or KCC proposes, the school as the placement. Admissions operate within the statutory SEND framework and the local authority's placement processes; KCC retains statutory responsibility for issuing and funding placements under the EHCP. The school will cooperate fully with KCC's placement panels, statutory timescales and any mediation or tribunal processes that follow.

Eligibility and exclusions

- Mandatory requirement — pupil must hold a current EHCP and have needs the school is resourced to meet complex needs, including Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), social, emotional and mental health (SEMH) challenges, and learning difficulties plus associated social, emotional and communication needs.
- Age range — secondary phase only; the published age range is 11–18.
- Referral source — placements accepted only following a formal referral from KCC (or another local authority where agreed in writing).
- Suitability and capacity — admission depends on available places and whether the school can meet the pupil's needs safely and effectively. The school will not admit pupils whose primary needs fall outside its specialist provision (for example, where needs are primarily medical, sensory or profoundly complex and require specialist provision not available at Fairlight Glen).
- Risk and safeguarding — the school will refuse or delay admission where, after assessment, there is an unacceptable risk to the pupil or others that cannot reasonably be mitigated.

Referral, assessment and decision process

Referral and documentation

1. KCC referral — KCC sends a formal referral pack to Fairlight Glen including the EHCP, recent educational and therapeutic reports, risk assessments, medical information and any safeguarding records.
2. Acknowledgement — the school acknowledges receipt to KCC and parents/carers within 5 working days.

Assessment steps

- Paper triage — The headteacher completes an initial eligibility check against the EHCP and school provision within 5 working days of receipt.
- Information requests — the school may request further information (therapy reports, behaviour plans, medical details) from KCC or the current placement.
- Multi-disciplinary review — where required, the school convenes an internal meeting with other members of staff to assess fit and resource implications.
- Visit or observation — when appropriate and safe, the school arranges a short visit or observation at the pupil's current setting and a meeting with parents/carers and professionals. Remote meetings may be used where in-person visits are not possible.
- Suitability statement — the headteacher issues a written suitability statement to KCC and parents/carers summarising findings and any recommended conditions (e.g., phased start, additional staffing, therapeutic input).

Decision and timescales

- The school provides its suitability recommendation to KCC within 5 working days of completing the assessment. KCC makes the final placement decision and confirms funding and naming in the EHCP as per statutory timescales.

Offer, funding, induction and placement conditions

- Formal offer — once KCC names Fairlight Glen in the EHCP or confirms placement, the school issues a written offer letter to parents/carers and KCC detailing start date, provisional timetable and any conditions (phased induction, additional assessments).
- Funding agreement — the school and KCC agree funding, top-up arrangements and any contractual terms before the pupil's start date. No pupil will start without funding and placement confirmation.
- Induction plan — a personalised induction is prepared (phased timetable, keyworker allocation, baseline assessments, risk management plan) and shared with parents/carers prior to start.
- Individual support plan — within the first 6 weeks the school produces a written Individual Support Plan aligned to EHCP outcomes, specifying educational strategies, therapeutic input, reasonable adjustments and progress targets.
- Review and reporting — the school contributes to statutory annual reviews and any interim reviews requested by KCC or parents; progress reports are provided in agreed formats and timescales.

Safeguarding, behaviour and risk management

- Safeguarding — the school's safeguarding policy and procedures apply from the point of admission planning; all staff are DBS-checked and trained to the required level.
- Behaviour support — the school uses positive behaviour strategies, individualised behaviour plans and therapeutic approaches appropriate to ADHD-type needs; restrictive practices are only used as a last resort and recorded in line with statutory guidance.
- Risk assessments — individual risk assessments are completed before admission where necessary and reviewed regularly; emergency arrangements and crisis plans are included in the pupil's file.

Appeals, complaints and dispute resolution

- Placement appeals — parents who disagree with KCC's placement decision are advised of statutory routes (mediation and SEND tribunal) and timescales; Fairlight Glen will provide factual information to support parents' representations where appropriate.
- School complaints — operational complaints about admissions handling, induction or day-to-day matters follow the school's published complaints procedure; details are included in the offer pack.

Data protection and confidentiality

The school processes referral and pupil data in accordance with UK GDPR and the Data Protection Act. Referral documentation is stored securely, shared only on a lawful basis (statutory duty, safeguarding or with consent) and retained in line with the school's retention schedule. Parents/carers receive a privacy notice at the point of application.

Monitoring, equality and policy review

- Monitoring — the governing body monitors admissions decisions and placement outcomes to ensure fairness, transparency and that placements meet EHCP outcomes.
- Equality — admissions decisions are made without unlawful discrimination; reasonable adjustments are considered for applicants with protected characteristics.
- Policy review — this policy is reviewed annually by the governing body and updated to reflect statutory changes or KCC guidance.

Timelines at a glance

Stage	Responsible	Typical timeframe
Application acknowledged	Fairlight Glen	5 working days
Paper triage	Fairlight Glen	5 working days
School leadership assessment	Fairlight Glen	10–15 working days
Meeting with parents/carers and pupil	Fairlight Glen	10=15 working days
Suitability statement issued	Fairlight Glen	5 working days after assessment
Final placement decision	KCC	As per statutory timescales

Contacts and publication

- Admissions lead

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- This policy is available on the school website, and by request from parents/carers