

# **PRESFIELD HIGH SCHOOL & SPECIALIST COLLEGE**



## **ADMISSIONS POLICY**

Date Ratified: **4th March 2026**

Date for review: **4th March 2027** (Annually)

Signed:

A handwritten signature in black ink, appearing to be "K. Smith", is written over a faint, illegible printed name.

**Chair of Governors**

This policy should be read in conjunction with the transitions policy available on the school website.

Presfield has a current Published Admission Number (PAN) of **120 places**. Each KS3 and KS4 class size has a maximum of 8 students with a potential 10% increase giving a maximum of 9 students per KS3/4 class. Students in KS5 may be in classes up to 12 to help prepare for the transition to college. **Our Skills for Life curriculum pathway can have up to 7 in a class.**

### **Admissions Procedure**

We believe that effective inclusion into the curriculum, that ensures progression and engagement, begins at the start of the admission process.

Parents/carers are encouraged to make an informal visit to the school or attend one of our open evenings. This may often be suggested by the Educational Psychologist or the current school. It is intended to provide the parents/carers with the necessary information required to make an informed choice regarding their child's placement.

Presfield School welcomes all new students and their families. We wish to ensure that:-

- Parents/carers are happy with the choice of placement and the transition process
- The Student's introduction to school/Sixth Form is positive
- The school feels confident in its capacity to meet the student's needs.

Admissions to Presfield School are completed through Sefton Local Authority SEN Department. Pupils are required to have an Education Health Care Plan which details a diagnosis of Autistic Spectrum Condition. Parent/carer visits are recommended prior to deciding on Presfield as a suitable school for their child. Presfield must then be named in section I of the child's EHCP during the annual review. All young people are considered for admission in line with statutory guidance and the school is able to meet their needs academically and socially.

Upon receipt of the EHCP the local authority will contact the school to ask if the school can meet the needs of the child outlined in the EHCP. Members of the SLT or Head of Sixth Form will read all documentation sent to assess the child's/young persons needs. We will try to visit or contact the school to observe the student and speak with other professionals to get a full picture of the child's needs and to assess whether we can meet these.

After consideration of the papers Presfield will either:-

- Inform the Local Authority that we can meet the child's/young person's needs

or

- inform the Local Authority that the school does not feel it can meet the needs of the child/young person

Where the school feels it cannot meet need a relevant reason will be given to the Local Authority.

Sefton SEND department then decides if they wish to allocate a place at Presfield and inform the school and parent of this decision. If a place is offered the school will contact the parents/carers to begin a transition process.

Following negotiation with Sefton Local Authority a small number of students from outside the borough may be admitted to the school if Sefton deem sufficient places are available.

Arriving at any new school/Sixth Form can seem daunting but for students with Autism it can cause great anxiety, so from well before new students start at the school, we work with their current school, post 16 providers and parents to ensure that we make students feel part of any transition process.

Successful applications will be contacted by the school to arrange a bespoke transition programme based around need. Parents and carers have the right to appeal if they are unhappy about the Local Authority decision.

We have developed a clear Admissions Policy that allows for new arrivals who start at different times of the year and is well placed to identify their needs and ensure that they receive appropriate support to access the curriculum, both academic and social.

We as a school/Sixth Form aim to provide a welcome for new arrivals that:

- Forges good communication with parents and carers
- Addresses immediate needs efficiently
- Identifies the social and educational needs of the young person
- Promotes inclusion
- Enables success in learning

In line with DFE and Ofsted guidance and recommendations, Presfield High School and Specialist College have established the following:

- A well placed admission process to our school once a young person has been referred through to us.
- A welcoming environment with background information on linguistic, educational and cultural and social needs of the new arrivals.
- Communication with Parents, Carers and Guardians as an integral part of the Welcome and Induction (interviews, school/young person's home visits, letters, texts, phone calls).
- Inform new arrivals and their families about the curriculum we offer at school through the key stages.
- Inform new arrivals and their family/carers about entitlement such as free school uniform, meals and education equipment provided by the school etc.
- Availability to new admissions and their families/carers to the school website and relevant policies.

#### **Notification of changes relating to placement:**

The school office must be informed immediately of any changes relating to a placement.

It is necessary that any meetings held regarding a young person's placement are followed up by a letter from Presfield outlining decisions taken at that meeting and a copy is placed on the young person's file.

All other matters that should be followed up by a letter:

- a) Young people being sent school work home whilst excluded.
- b) Local Authorities decision to keep the placement open whilst a decision is being made.
- c) Notification of closure of placement by Presfield.
- d) Notification of closure of placement by the Local Authority.
- e) Relevant Authorities/social workers informed of long term unauthorised absences.

### **Admission to Sixth Form**

Entry into Presfield's Sixth Form for Presfield students follows discussions that take place during the Annual Review process. The school will be named in the students EHCP. Sefton SEN department will then allocate a place. Students will be asked to complete an application form to confirm their interest in a place within our Sixth Form. Once the application form has been completed and submitted then the students will be invited to attend an interview.

Applications are welcome from students currently in other schools as long as they have an EHCP which identifies the student as having Autism as their primary need.

Presfield students will have priority over applications from students in other schools. The Head of Sixth Form will consider all applications, both internal and external, and discuss with SLT how a student's needs can be met in our Sixth Form. Students will then follow the admissions policy outlined earlier.

Upon entry to Sixth Form, students will have to re-apply for their place each academic year they wish to stay at Presfield. If it is felt that a student's needs can no longer be met then it will be discussed with the student and their parent/carer at their annual review and support to move on to a more appropriate setting will be given.

Please see our transition policy for information regarding transition to Sixth Form.