



Governors' Policy on Admission to School

July 2025

Policy No.45

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GOVERNOR RESPONSIBLE: Governing Body

1. Introduction

- 1.1. Chads Grove is a community day special school which caters for pupils aged 2–19 years whose primary Special Educational Need arises from a significant physical disability and/or complex medical needs.
- 1.2. A complex medical need, in the context of this policy, refers to children who require significant, ongoing healthcare and support due to chronic conditions, disabilities, or a combination of factors. These needs often necessitate specialised medical interventions and care to manage symptoms and could include respiratory, airway management, cardiac or neurological issues, among others. Often, pupils have co-morbidities and/or very rare conditions.
- 1.3. The School accepts pupils with moderate, severe or profound and multiple learning difficulties in addition to their physical or medical needs, but it is not equipped to cater for pupils with significant behavioural difficulties.
- 1.4. Pupils in years -3 and -2 (the school years in which a child attains the age of 2 or 3) are usually offered 5 hours education each week.
- 1.5. Pupils in year -1 (the school year in which a child attains the age of 4) are usually offered 15 hours education per week.
- 1.6. Pupils, from Reception onwards are offered full time places at the school, if this is what is required. Parent Carers can choose whether to take up the offer of a full time reception place until their child reaches statutory school age.

2. Admissions Process

- 2.1. In order to be accepted to Chads Grove School, the majority of pupils are required to have an EHCP in place or be awaiting final completion of an EHCP which will identify Chads Grove as the school at which the child's Special Educational Needs can be appropriately met.
- 2.2. The Early Years department includes an 'Assessment Nursery' therefore children within this department may not yet have an EHCP.
- 2.3. Pupils may be admitted to the school at any point during the school year though this will be dependent upon the child meeting the admission criteria (i.e. having a physical disability and/or complex medical needs) and a place being available.
- 2.4. Prior to requesting a nursery assessment place at Chads Grove or that the school is named in their child's EHC plan, Parent Carers are strongly encouraged to make a visit to the school at the earliest opportunity. The focus of this visit is to enable Parent Carers to view the school and learn more about it and the provisions that are offered.
- 2.5. Should a Parent Carer request a place at Chads Grove, this request should be made via the SEN team at the relevant Local Authority. The SEN team will consider the request and, if appropriate, forward consultation documents to the school.
- 2.6. Once a consultation has been received, the Governing Body, in partnership with the Head Teacher, will offer a place if the school is able to meet the needs of the child as stated in their EHC Plan and there is a place available to do so. The decision making process may also involve a visit to see the child in his or her current setting and conversations with other professionals who know them well.
- 2.7. If the Governing Body, in partnership with the Head Teacher, decide that Chads Grove cannot meet the child's needs or is unable to offer a place, then the reason for this decision will be made clear on the return of the consultation paperwork.

- 2.8. Should a child not yet have an EHC Plan, the decision regarding admission will be based on reports already available and an agreed understanding that there is an intention to request a statutory assessment/EHC Plan as a result of a child's physical disability and/or complex medical needs. Additionally, admission will only be confirmed once funding arrangements have been agreed.
- 2.9. Accepting a child on an assessment place **does not** guarantee a place for the child at the school once the statutory assessment process is complete. Continuing at the school into the reception year requires the relevant local authority to complete the statutory assessment process, send a consultation request to the school and receive a positive response to that consultation from the school. An agreed funding arrangement, also needs to be in place.
- 2.10. Priority for a school place at Chadsgrove will be given to pupils living in North Worcestershire and within reasonable travelling distance of the school – the majority of pupils at the school live in Redditch, Bromsgrove, Kidderminster or Droitwich. In addition, a number of pupils from the surrounding area (for example, Dudley, Solihull and South Birmingham) may be admitted when places are available and the school is able to best meet their needs. Requests for pupil admission from other Local Authorities are made through Worcestershire County Council SEN Team.
- 2.11. Priority for a nursery age pupils requiring an assessment place will be as above, with an additional understanding that the pupil is highly likely to remain at the school into their reception year. Chadsgrove does not admit pupils for a nursery placement only, where the intention is for the child to move to a more local special school in their reception year.
- 2.12. Before a pupil commences at the school Parent Carers are required to meet with teaching and medical staff in order to ensure that the school has the most up to date information with regard to the child and to ensure that any necessary consent forms have been completed in order to enable their child to participate fully in school activities.
- 2.13. Paperwork and consent forms (many of which are now completed electronically via Arbor) include the following:
- Attendance Guidelines
 - Benefits
 - Emergency medical treatment
 - Home-school Agreement
 - Hospital appointments
 - Hydrotherapy and Swimming
 - Media Consent
 - Personal Accident Insurance
 - Privacy Notice
 - School Uniform
 - Term Time Absence

3. Appeals

- 3.1. If a Parent Carer is unhappy about Chadsgrove School being named on their child's EHC Plan or the school refusing a place for their child, the appeals process should be followed.

4. Transport

- 4.1. All pupils (Reception to Year 11) are offered transport to school daily if their respective Local Authority agrees. In some situations, where Chadsgrove is not considered, by the Local Authority, to be the nearest suitable placement, transport may not be offered.

- 4.2. Nursery pupils do not automatically receive transport as it is means tested by the Local Authority. Forms are available, from the school office, to request transport subject to the relevant means testing.
- 4.3. Pupils in Post 16 are required to pay for transport for the first two years; the third year is free of charge.

5. Evaluation

- 5.1. The context within which the above policy operates demands that it is reviewed annually.