

The background of the page features a stylized illustration. On the left, a large windmill with four sails is depicted. The sails are white with brown triangular patterns. The body of the windmill is yellow with brown horizontal stripes. To the right of the windmill, there is a school building with a grey roof, a chimney, and several windows. The scene is set against a light blue sky with a few white clouds and a green field at the bottom.

The Edith Borthwick School

ADMISSIONS POLICY

Lead Governor	Stephanie Taylor
Date approved by Governing Body	November 2025
Next review date	Autumn term 2026

ADMISSIONS CRITERIA:

There are 245 places at the school for children and young people aged between 3 – 19 years. Placement of a pupil at the school is the decision of the Local Authority (LA) in consultation with the school. Pupils will be considered for the school when it is clear that they will benefit from the provision and that they meet the following criteria:

- The pupil has an Education Health & Care Plan (EHCP)
- The pupil's primary need is identified as severe and complex learning difficulties.
- The pupil may have additional needs, which could include:
 - Additional learning difficulties
 - Autism
 - Medical needs/physical impairments
 - Speech and language difficulties

However, in exceptional circumstances it may be necessary to make an emergency placement, such as:

- the child's medical circumstances have changed suddenly, causing a rapid and serious deterioration in the child's health or development
- where a child arriving unexpectedly in the local authority exhibits such significant learning difficulties as would normally warrant an EHCP.
- A child is admitted without an EHCP but is in the process of having one drafted when it is very clear that they need this type of provision.

PRIORITY ADMISSIONS AREA:

It is recommended that pupils referred to the school should live in the priority admissions area for the school and not that of other similar Essex Special schools, unless there are exceptional circumstances agreed between the Local Authority and the school.

VISITS

In cases where the school is a possible placement for a pupil, the family will be encouraged to visit. Visits will be arranged once the pupil's papers have been discussed within the Mid Special School Panel. And SLD is agreed as a possible suitable placement. However, there can be no comment about the pupil's suitability, nor an offer of a place, before the Local Authority has made a recommendation about placement. If the parents/carers request a place at the school prior to any formal contact by the LA with the school, they should be referred to the Mid Area SEND Operations Team.

REFERRAL/CONSULTATIONS

Consultations will be read by the school and discussed monthly through the Mid special school panel (SSP). This information is then fed back to parents by the local authority, not the school. When a referral is received from the Local Authority that needs to be considered outside of the timeframe of SSP, the school will consider the request and respond in writing within the time limit set by the Authority. If the school feels it is appropriate not to offer a place, the Local Authority must be given the reasons for that recommendation. The reasons should be expressed in terms of the needs of the pupil and the efficient education of other pupils already at the school, so that the Authority is aware of why the school considers that the child does not meet the published Admissions Criteria. Similarly, where the school feels that it can meet the needs of the pupil referred then it should also confirm that in writing.

Applications for places for pupils who are not Essex residents should be made through the pupil's Local Education Authority to the Mid Area Office. If the school receives a direct referral from another Local Authority, they should check the area office has received a copy.

SEND Information, Support and Advice service can help you if you're a parent or carer, or a child or young person who needs information, advice and support about special educational needs and disability issues. We offer impartial and confidential support over the telephone or in person around educational issues.

The Mid Essex SEND operations team can be contacted on 0333 013 9949
or SENDOperations.Mid@essex.gov.uk

ASSESSMENT

When a referral is made, the Local Authority will always attach the EHCP, the most recent Annual Review (except in the case of new assessments) and any appropriate reports about the pupil from the professionals involved. The Head teacher will review the referral papers and request any additional reports required, to inform a decision. It is also likely that professionals from the school will visit the pupil and speak with parents.

The final decision about the appropriateness of the placement will be made by Local Authority.

TRANSITION

When placement has been agreed, staff from the school will make contact with the pupil's current placement and parents to arrange a transition programme with exchange of information and reciprocal visits where practical and appropriate.

PUPILS ON ROLL

A pupil will be referred to the Local Authority via the Annual Review process if:

- It is considered that he/she has gained in independence and is able to access a differentiated mainstream curriculum or
- The changing needs of the pupil indicate that alternative provision may be more appropriate.

Reviewed November 2025