

Policy

Primary - Admissions

Policy	reviewed	By whom?
Primary - Admissions	22/09/2025	Lyndsey Edwards

Next review date	15/09/26
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Position:	Chair Proprietor

Type	PushForward Primary School provides specialist education for pupils aged 7-11 who have learning and SEMH needs.
Pupils	Pupils will have a range of social, emotional and mental health needs, pupils may also have a secondary diagnosis of ASD, ADHD and/or ODD. All admissions will have an Education and Health Care Plan (EHCP). Pupils may arrive out of difficult life experiences (ACES) and or having been out of education for a substantial period of time.
Access criteria	Discussions between the LA and the School to establish if: <ul style="list-style-type: none"> • The School is suitable for the child's age, ability, aptitude and • special educational needs. • The child's placement in the school is compatible with the efficient education and safety of the other pupils with whom the child would be educated • The school is able to provide the specialist resources required to meet the needs specified in the EHCP • Parents have expressed a preference for the School • The Local Authority names the school in a child's EHCP based on its ability to cater for the child's specific needs.
Indicative Admissions criteria	Each application is assessed on an individual basis. In each case, we take account of the needs of the individual child and consider whether the school would be suitable to meet their needs with particular reference to the following factors:

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	<ul style="list-style-type: none"> • Pupils will be aged between 7 and 11 years at the time of admission • The pupil does not have the potential to access a mainstream curriculum or a specialist hub • An assessment by the school admissions team, to include a face-to-face assessment of the child if at all practical, is mandatory and key to determining suitability
Placement	Usually full time, subject to specification of the education and health care plan.
Number of places available	There is a total of 6 full time special educational provision places available (as at November 2025).
Qualifications and methods	
Admission/ access	A child will be admitted where, PushForward Primary school is named in the child's or education and health care plan, where the school's ability to meet the needs of the child has been confirmed via assessment by the school leadership and when there is capacity in the school to do so.
Equality	we are committed to providing equality of opportunity and anti- discriminatory practice for all children and families, to providing an environment in which all children are supported to reach their full potential. Applications are considered regardless of gender, religion, background, race or disability.
Admission arrangements	we admit pupils with education and healthcare plans naming the school. Places will usually be taken up at the start of the school year but, by arrangement places can be accessed at any time of year. Places are commissioned by the local authority. The total cost of a place will be agreed with the local authority. Parents wishing their child to be considered for a place will be advised to contact their home Local Authority SEN and Family Services departments. The commissioning LA will consult the school regarding each pupil the LA considers potentially suitable to request a place in the School. We will consider the suitability of the school provision in addressing the needs of the child. PushForward Primary School will consent to being named, except where admitting the child would be incompatible with the provision of efficient education

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	for other children; and where no reasonable steps may be made to secure compatibility. Consideration will need to be given to numbers in, and the profile of, each year group. All placements are considered carefully following consultation parents/carers and other professionals. In the event that the LA wishes to name the School but the School objects to the admission, the School is able to make a complaint to the Secretary of State who will evaluate if the LA have fulfilled their statutory and legal duties.
Home / school communication	We take steps to ensure parents are involved throughout the assessment process to help monitor progress and review targets. We will share information consistently and draw up support plans together.
Priorities for admission when places are limited	We will prioritise learners who currently have currently maintained a place at our AP provision for a significant period of time, where other suitable placements cannot be found or where we are deemed to be the preferential placement and best able to meet need.
Appeals	Parents whose children have special educational needs can appeal to the First- tier Tribunal (Special Educational Needs and Disability) against decisions made by the Local Authorities in England about their children’s education. The application forms and guidance can be found on www.justice.gov.uk/tribunals/send