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Facebook: This Is My Education

**TIME**  
**Admissions Policy**

**This policy is in line with the Independent School Standards**

**Approved by:** Jillian Fairclough **Date:** October 23

**Last Reviewed** Sept 2025 **Next Review Date:** Sept 2026

This Is My Education (TIME) is a school for pupils between the ages of 13 and 19 years of age. TIME SEMH School is a school for pupils between the ages of 13 and 19 years. Post 16 provision is not guaranteed due to a limited number of places. TIME admits pupils with SEMH NEEDS and mild to moderate learning needs including Autistic Spectrum Disorders (ASD). The school will admit a pupil where they are named in a Local Authority (LA) Education Health Care Plan (EHCP) and are specifically organised to meet the needs of pupils with Special Educational Needs and Disability (SEND). TIME, working with the LA, has produced a designation outlining the needs of the pupils for which they can best provide, the curriculum to be offered and structure of the school day. Prior to naming the school in an EHCP, the LA will have consulted with the Headteacher in line with their statutory obligations to ensure the placement is appropriate to the needs of the child.

### **Criteria and Arrangements**

Pupils usually join the school at the start of the school year, but by arrangement with the Headteacher, can access places at other times of year. Consideration will be given to the numbers in and the profile of each Key Stage.

### **Eligibility Criteria**

- The school can meet the pupil's special educational needs and disability.
- The pupil to be admitted has a learning disability/need, and the learning disability presents as the main barrier to learning and that there is significant multi-professional evidence to that effect.
- The pupil's placement is not incompatible with the efficient education of the other children with whom the child would be educated.
- The placement is an efficient use of resources.
- The LA has named the school in a pupil's EHC Plan. Access Prior to Entry

- The LA commissioner will visit the school at least annually to review commissioned provision. The commissioning LA will consult the Headteacher before naming the school in an EHCP and will determine placement following consultation with the school.
- Professionals wishing to visit the school should contact the school.
- A visit by the pupil and parents/carers would also be considered appropriate; parents/carers should contact the school. A tour of the school is available to facilitate families.

## **Referral to the School**

Prospective pupils will be referred to the school by the EHC team during the EHCP 18 week process. Placement at the school is only available through a referral from a commissioning local authority. Places will not be offered to independent applicants.

- Parents wishing their child to be placed at the school should contact their Local Authority in the first instance.
- Placement at the school will be by referral from the commissioning Local Authority to the Headteacher, acting on behalf of the TIME and Governing Body, who will consider the potential suitability of the pupil to the school profile and giving consideration to those pupils currently on role.
- The Headteacher will use the information within the EHC Plan and attached papers to inform a decision as to the suitability of the pupil for placement at the school taking account of the eligibility criteria described above and will inform the Local Authority SEND team within 15 days of receipt of the referral.
- The Code of Practice entitles parents to appeal the decision of the school or the Local Authority to the 'SEN and Disability Tribunal' should a placement not be made available.

Transfer between school phases will be considered in line with statutory obligations.

## **Appeal Arrangements**

The SEN Code of Practice entitles parents to appeal to the SEN and Disability Tribunal if their LA refuses to name their preferred school in the EHCP.

**Access/Travel Transport** is usually provided and funded by the pupil's LA for eligible pupils.