



# Admission Policy



**August 2025**



This policy was written in August 2025, in accordance with The Education (Pupil Registration) (Wales) Regs 2010.

Date agreed by Head Teacher and Proprietor : August 2025

Date of Next Review: August 2026

This policy will be reviewed at least annually and following any concerns and/or updates to national/local guidance or procedures.



We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school.

Somersault is an independent Special School in Blackwood Gwent. It offers full-time education for students with autism spectrum disorder (ASD) and associated learning difficulties.

Students are referred to by Local Authorities and will have an Education Health & Care Plans (EHCP)/ Individual Development Plan (IDP) . Admissions are agreed in partnership with students, parents/carers and the Local Authority.

We as a school community have a commitment to promote equality and we will treat everyone fairly.

## 1. Aims of the policy

- To establish and maintain a consistent and open admissions policy
- To ensure that Somersault School admits only students it has the capacity and ability to fully support
- To have a thorough and effective 'transition in' framework to support students moving into the school

## 2. Current student characteristics and referral trends

Typically, students admitted to the school will have likely experienced a disruptive education so far and may have missed a significant part of their education and could be substantially behind their peers in terms of development and achievement.

The majority of referrals will include one or more of the following characteristics/needs:

- Looked After Children
- Historic trauma events
- Need for therapeutic interventions
- Limited understanding of and/or severely restricted expressive or receptive language
- Non or delayed development of oral/aural skills
- Social communication needs
- Sensory processing needs which is a consistent obstacle to learning
- Moderate to severe learning difficulties
- Autism



### 3. Naming a School in an EHCP/IDP

The Local Authority, through the SEN/ALN Coordinators, holds responsibility for meeting students' educational needs and will refer students to the school as they deem appropriate. The Local Authority will seek to place a child or young person with an EHCP/IDP where he/she will be most fully included and where he/she will have the best chance of being healthy, feeling safe, enjoying their education and achieving success, making a positive contribution and learning the skills to achieve economic wellbeing and to take his or her place in society.

A special school placement may also be considered following an Annual Review of an EHCP/IDP. Changes in the special educational needs and provision requirements for the child or young person may indicate the appropriateness of a special school placement. In addition, parents/carers are entitled to request for placement in any of the special provision listed above. When considering such representations, the LA will establish that the provision is suitable for the age, ability, aptitude or ALN of the child or young person and that the attendance of the child/young person would not be incompatible with the efficient education of others, or the efficient use of resources.

When Local Authorities make certain decisions about the education and/or training of a child or young person with ALN, there is a right of appeal to an independent Tribunal – The Special Educational Needs and Disability Tribunal.

### 4. Parent/Carer request for a place at Somersault School

Referrals for special school placements are usually received from the placement team after parent/carers have made a request for such a placement. The placement will be agreed, provided that:

- the school is suitable for the child or young person's age, ability and aptitude and the special educational needs set out in Section B of an EHCP or IDP
- A funded place is available within the school or can be made available

If the school determines that admitting the child would be incompatible with the provision of efficient education, it will, within 15 days of receipt of the local authority's notice, notify the local authority in writing that it does not agree that the school should be named in the student's statement. Such notice must set out all the facts and matters the school relies upon in support of its decision.



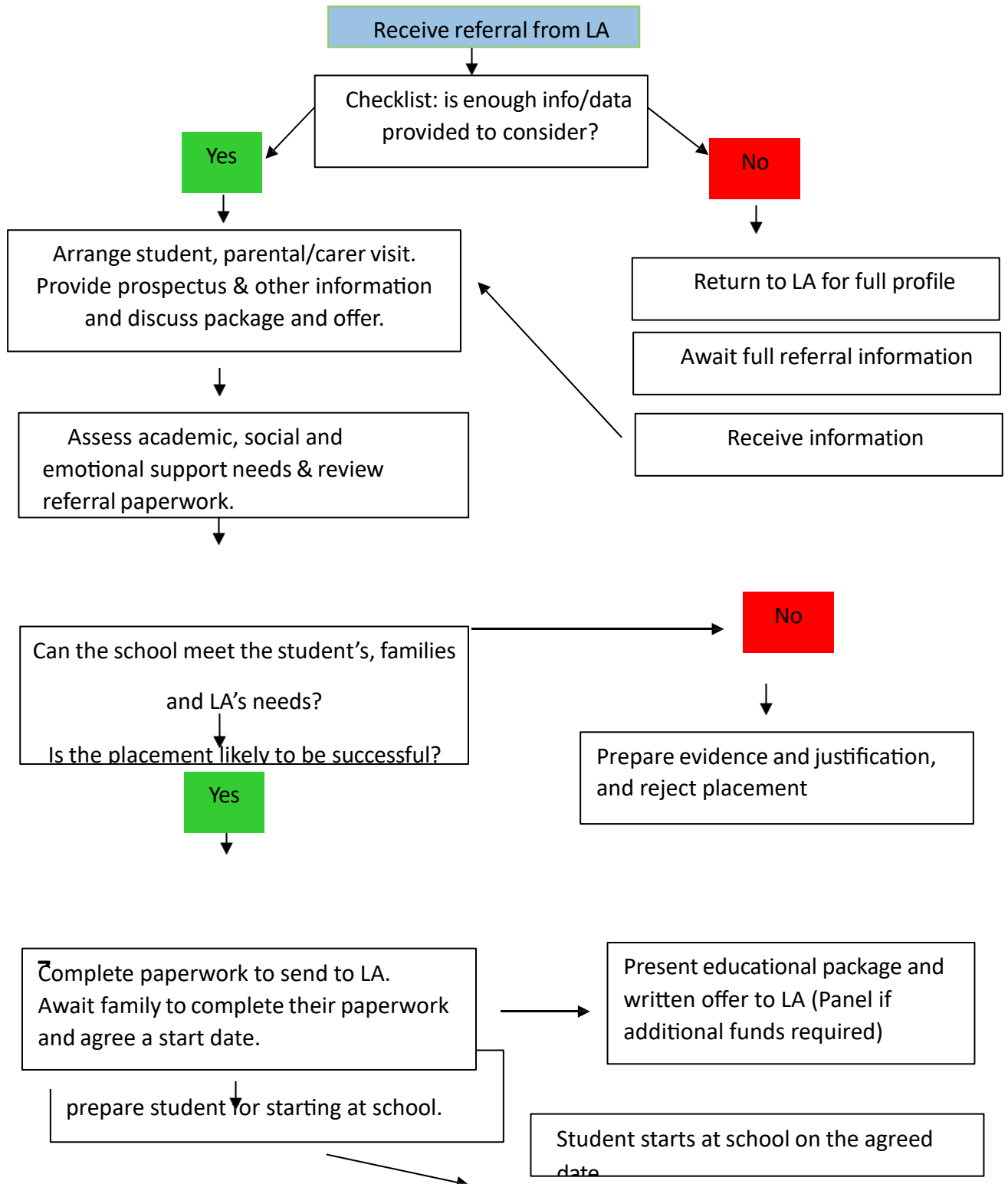
## 5. Admission Procedure

Admissions will follow the Local Authority Admissions procedure in accordance with the following. Referrals from other Local Authorities will follow localised procedures.

Additional points to be noted:

- Upon receiving a referral, the Local Authority will provide the relevant information relating to the student in order for the Leadership team to come to an initial understanding of the need. This may include Risk Assessments, EHCPs/IDPs, Academic Levels, Attendance information etc. and is subject to data protection procedures. If the Leadership team feel that insufficient information is provided, they must liaise with the Local Authority in order to ensure that a full and informed decision can be made.
- Additional information may be requested from Local Authority and/or from current or last educational setting. This is purely to gain a full picture of support needs and so that an informed decision can be made about each student.
- Once the school and student/family are all happy that Somersault School can meet individual needs then the school will complete their paperwork and send off. Families will receive confirmation of a place at the school and will need to complete their paperwork and send it back before the school can do anything else with the individual.
- Consideration will be given to the school's capacity and balance of needs within the respective year groups. It is important there is a balance of year groups, and it may mean that we only have space for certain years, and this would be shared with the Local Authority as soon as we knew.

## 6. Admission Flowchart and Checklist





## 7. Appeals

If the school determines that admitting the student would be incompatible with the provision of efficient education, the school will discuss this initially with the Placement Team to clearly set out the facts and matters the school relies upon in support of its decision.

Parents/carers may appeal the decision to reject an admission by setting out their intention to appeal to the Headteacher within 10 working days. Parents/carers must provide as much information to support their appeal, setting out why the decision to reject the placement was wrong or contravenes this policy.

The Headteacher will establish an appeals panel consisting of no less than two Directors to investigate the decision within 15 working days. Headteacher will seek to establish the facts relating to the placement request and may convene an appeal hearing at which parents/carers may be invited to attend to give evidence.

Parents/carers may be accompanied by a person of their choosing. Alternatively, parents/carers may submit a statement or additional evidence for consideration, should they choose not to attend.

The appeal hearing will review the information provided against the school's admission criteria and will take into consideration any other evidence provided by either the school or parents/carers. The Panel will determine whether the decision to reject the placement was correct or not and has the authority to reverse the school's decision.

After the meeting the panel will confirm its decision within 5 working days in writing to parents/carers and will advise on the next steps to either agree the admission or seek alternative arrangements.

The panel's decision is final.



**Referral Checklist:** to be completed upon initial receipt of referral documentation. In the event that any of the information/data below is not provided, the referral must be returned to the Local Authority along with a clear request for missing information before the referral can be considered.

Info/Data	Purpose and requirement	Present?	
		Yes	No
Referral summary	Summarises needs of child and type of provision required		
EHCP/IDP and other professional reports	Clearly articulates at least: <ul style="list-style-type: none"> <li>• The views, interests and aspirations of the child and his or her parents</li> <li>• The child's special educational needs/ additional learning needs</li> <li>• The child's health needs</li> <li>• The child's social care needs which are related to their SEN/ALN or to a disability</li> <li>• The outcomes sought for the child</li> <li>• The special educational provision required by the child</li> <li>• Any health provision reasonably required by the learning difficulties or disabilities which result in the child having SEN/ALN</li> </ul>		
EHCP/IDP annual review	As above		
Previous education history	Chronology of previous education provision		



Core Assessment (where applicable)	To provide a structured, in-depth assessment of a child or young person's needs where their circumstances are complex. Education Psychological, Clinical Psychological, Psychiatric, Paediatric, OT, Speech and Language Reports etc		
Prior Attainment	Evidence of educational ability and attainment (where pupil does not have statement of EHCP/IDP) to inform assessment, planning and provision arrangements. Must include at least: <ul style="list-style-type: none"> <li>• Literacy</li> <li>• Numeracy</li> <li>• Progress against accreditations</li> </ul>		
Prior attendance	To inform engagement strategies		
Risk Assessment, behaviour plans, care plans etc	To highlight significant risks and control measures		
Multi Agency Involvement	Informs previous support needs at critical times of need Informs risk assessment Provides evidence of future strategies		

**Appendix Appeal Form**

Please complete the following form within 10 working days of the decision to reject your child’s placement and return to:

Headteacher  
Somersault School  
Cliff Road  
Blackwood  
NP12 ONT

Your information will only be used for the purposes of this appeal and will be stored in accordance with the Data Protection Policy and the Data Protection Act.

Child’s full name	
Date of birth	
Date you are looking at for your child to be admitted	
Appellant’s name(s)	
Address for correspondence to be sent to (including post code)	
Telephone contact numbers	
E mail address	

Representation – please indicate YES only in those boxes that apply to your appeal

I/We would be willing to attend the appeal to make oral representations (written grounds still required)	
I/We are submitting these written representations only and will not be attending the appeal	
I/We have asked a representative to present the case on my/our behalf If YES please fill in details below	
I/We will be present to accompany our representative	
I/We are agreeable to receiving less than 10 school days’ notice of the date of the appeal hearing (may be possible on occasions)	



Name, address and status of your representative (if applicable)

Are there any special requirements you or your representative have which we need to be aware of?

**Grounds of appeal**

You must complete this section. Failure to do so will result in your Appeal Form being returned to you.

[Large empty rectangular box for writing the grounds of appeal]

<b>Sign:</b>		<b>Date:</b>	
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If there is not enough space on this sheet please continue on additional sheets of A4 size paper, and number and initial the foot of each page please.