



Mayfield House School

Admissions Policy

Signed:

_____	Headteacher	Date:	_____
_____	Chair of governors	Date:	_____

Last updated: 20 March 2022

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Statement of intent

At **Mayfield House School**, we welcome all pupils, and places at the school are offered in an open, fair, clear and objective manner. We work to the principle that any parent accessing our admissions arrangements will be able to understand easily how places for that school will be allocated, and will not be alienated or discouraged from applying based on admissions criteria.

The table below sets out who the admission authority is and other responsible bodies in our school.

Type of school	Who is the admission authority?	Who deals with complaints about arrangements?	Who is responsible for arranging/providing for an appeal against refusal of a place at the school?
Independent school	Governing board	Schools Adjudicator	Governing board

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2021) 'School Admission Appeals Code'
- The Education (Independent School Standards) Regulations 2014

This policy operates in conjunction with the following school policies:

- Pupil Equality, Equity, Diversity and Inclusion Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- SEN information Report
- Admissions Policy Appendix: Changes to Procedures of Admissions and Admission Appeals until 30 September 2022

2. Roles and responsibilities

The admission authority is responsible for:

- Acting in accordance with the relevant legislation and guidance when carrying out the overall admission of pupils into the school.
- Overseeing, and determining annually, admissions arrangements that clearly set out how children will be admitted, including the criteria that will be applied if there are more applicants than places at the school.
- Ensuring that oversubscription criteria does not discriminate against any child.
- Ensuring that the practices and criteria used to decide the allocation of school places are fair, clear and objective.
- Publishing the admissions arrangements on the school website, including the oversubscription criteria.
- Clearly communicating any reasons for rejecting the admission of a pupil, as well as the parent's right to appeal and the appeal process.
- Implementing any advice or recommendations given by the Schools Adjudicator without undue delay.

The Schools Adjudicator is responsible for:

- Acting in line with the relevant legislation and guidance pertaining to admissions.
- Receiving concerns and objections regarding the admission of pupils and making recommendations to the admission authority as a result of these concerns and objections.

- Approving variations to determined admissions arrangements where there has been a major change in circumstances or law.

The appeals clerk is responsible for:

- Having an in-depth knowledge of the relevant appeals codes and other relevant law.
- Providing an independent and impartial service for admission appeals.
- Making the necessary administrative arrangements for hearings.
- Notifying all parties of the order of proceedings in advance of an appeals hearing.
- Responding to queries from appellants in advance of an appeals hearing or identifying who will be appropriate to respond.
- Being an independent source of advice on procedure and admissions law.
- Keeping accurate records of proceedings and providing written notification of the appeals panel's decisions.

The headteacher is responsible for:

- Liaising with the trust board where relevant regarding admitting pupils to the school.
- Working with the trust board when determining the school's capacity.
- Ensuring that the trust board has all the information it needs to set admissions arrangements and participate in LA coordination schemes.
- Making arrangements for pupils admitted through in-year admissions to start as soon as possible

3. Determining a PAN

The number of places available is determined by the capacity of the school; the PAN is 16 for the whole school.

The trust board will publish its PAN annually. The trust board will notify the LA of any increases to the agreed PANs, and will reference the changes on the school's website. The trust board will consult on any proposal to decrease the school's PAN – consultation will not occur where it is proposed to increase or keep the same PAN.

If the trust board decides that it can accept more pupils than laid out in its PAN, it will notify the LA in good time so that the LA can deliver its coordination responsibilities effectively.

In line with statutory requirements, the trust board will not refuse admission to any age group, other than the relevant age groups, on the grounds that the number of children admitted has already reached the PAN; however, the trust board may refuse admission on the grounds that the admission of another child would prejudice the provision of efficient education or efficient use of resources

4. Oversubscription criteria

Mayfield House School will aim to ensure that oversubscription criteria is reasonable, clear, objective, procedurally fair, and compliant with all relevant legislation, including equalities legislation. This means that the oversubscription criteria will not unfairly disadvantage, whether directly or indirectly, any child based on a protected characteristic or economic disadvantage.

In the event that there are more applicants than available places, the trust board will apply the following oversubscription criteria, in order of priority given:

- LAC and previously LAC, including those who have been in state care outside of England and ceased to be in state care as a result of being adopted

All pupils who have named the school in their EHC plan will be admitted

Catchment areas

The school will accept pupils from outside the catchment area.

Selective Criteria

Mayfield House School is an independent school for children with Social, Emotional and Mental Health needs and associated anxieties, as such children require an ECHP or a belief an EHCP is required.

Equal opportunities

The trust board will not establish admissions criteria that excludes individuals with a particular protected characteristic. The admissions criteria will not exclude a greater proportion of pupils with particular protected characteristics, unless the trust board can justify how this is a proportionate means of achieving a legitimate aim.

The admissions criteria will not discriminate against disabled applicants, unless the trust board can justify how this is a proportionate means of achieving a legitimate aim.

Admissions procedures

The school will offer open events and school visits to all potential applicants, irrespective of any protected characteristics. Where necessary, the school will make reasonable adjustments for disabled applicants or disabled parents.

The school may assess its ability to cater to the applicant's needs by:

5. Consultation and determination

The admission authority will consult on any proposed changes to the admissions arrangements.

Consultation will last for a minimum of six weeks and will take place between 1 October and 31 January in the determination year.

The admission authority will consult on admissions arrangements at least once every seven years, even if no changes have been made in that time.

The admission authority will publish a copy of the full proposed admission arrangements and the contact details of the individual responsible for admissions liaison on the **school website**.

A copy of the proposed admission arrangements will be made available upon request.

Admission arrangements will be determined by 28 February in the determination year on an annual basis, even when no changes to the arrangements have been made.

Finalised admission arrangements will be published on the school website.

6. Applications and offers

Parents will need to approach their local SEND or Social work team. To register their interest.

Admissions are welcome from children with EHC Plans or identified and evidenced behaviours/aniexties that affect day to day learning.

Mayfield House School will receive an initial enquiry from a parent or local authority

Referrals will be considered by Mayfield House School

Pupils and Familys are welcome to visit the school

Discussions will be held with the Local Authority

If applicable a permanent place will be offered.

A personal transition plan will be planned.

If for any reason a place can not be offered, letters detailing the reasons why will be sent to the parents.

7. In-year admissions

The school will follow the same process for in-year admission as for admission at the start of the academic year.

Where the school has places available in-year, it will offer a place to every child who has applied for one who meets the admission criteria or without the use of oversubscription

criteria, unless to do so would be to prejudice the efficient provision of education or use of resources

The school will notify all parents within 15 school days of receipt of an in-year application of the outcome of this application.

Where an offer is accepted, the school will make arrangements for the pupil to start as soon as possible.

8. Admissions appeals

Until 30 September 2022, the trust board will have due regard to the extension of the temporary regulations changing certain aspects of the admission appeals procedure, in line with the Admissions Policy Appendix: Changes to Procedures for Admissions and Admission Appeals until 30 September 2022 .

When informing a parent of their unsuccessful admissions application, a letter will be sent which includes the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents will be informed in the letter that, if they wish to appeal, they must make the appeal in writing. Grounds for appeal are not limited.

The school will ensure any appeals made on the grounds of discrimination against disability will be handled by a tribunala tribunal.

Constitution of appeals panels

Mayfield House School will establish an independent appeal panel to hear appeals. The appeals panel will act in accordance with all relevant legislation and guidance. The judicial function of the appeals panel will be transparent, accessible, independent and impartial, and will operate in accordance with the principles of natural justice.

A clerk will be appointed to the appeals panel who is independent of the school and the education functions of the LA.

The appeals panel will comprise a chair and at least two other panel members. The panel will also include at least one lay person and a person who has experience in education. The chair of the appeals panel is responsible for the conduct of the hearing, including introducing parties, explaining individual roles and how the hearing will be conducted, and ensuring that parties have sufficient opportunity to state their case and ask questions.

Panel members will be independent from the school and will remain independent for the duration of their service. The clerk is responsible for assigning members of the appeals panel; however, they will not assign the following disqualified persons:

- A member of the LA in whose area the school is located
- A member or former member of the trust board of the school
- An employee of the LA or the trust board of the school, other than a teacher or TA
- Any person who has, or at any time has had, any connection with the trust board, school or LA who may not act impartially

- Any person who has not attended training required by the trust board arranging the appeals panel

There will be three members of the panel available at all times during the appeals process. If any member has to temporarily withdraw, the hearing will be postponed until the panel member returns. If the panel member is unable to return, they will be replaced, and the appeals will be reheard.

Appropriate training will be given, funded by the school, to all panel members and clerks before they take part in a panel hearing. As a minimum, this training will include:

- The law relating to admissions.
- The panel's duties under the Human Rights Act 1998 and the Equality Act 2010.
- Procedural fairness and natural justice.
- The roles of specific panel members, e.g. the chair.

Members of the appeals panel will receive travel and subsistence allowances where applicable, and will be compensated for any loss of earnings or expenses.

The appeals panel must not have a vested interest in the outcome of the hearing.

Mayfield House School will indemnify the members of the appeals panel against any legal costs and expenses they incur in connection with any decision taken in good faith whilst acting as a member of the appeals panel.

Appeals hearings

Mayfield House School will publish an appeals timetable on their website by 28 February each year. The timetable will comply with section three of the 'School Admission Appeals Code'. Appeals will be lodged and heard for the normal admissions round within 40 school days of the deadline for lodging appeals.

For late applications, appeals will be heard between 30-40 school days of the appeal being lodged. For in year admissions, appeals will be heard within 30 days of the appeal being

Mayfield House School will provide appellants with written notification of the date and all final arrangements of the appeal hearing, including a deadline for the submission of any further evidence that was not sent in the original appeal.

Mayfield House School will comply with any request for information to help parents prepare their case for the appeals hearing.

All evidence relating to the appeal hearing will be passed on to the clerk, including the admission process, reasons for the decision and how the admission would cause prejudice to the education provision of the school. The clerk will send all the papers required for the hearing to both parties and the members of the panel seven days before the hearing.

The presenting officer will be responsible for relaying to the attendees the decision not to admit the child, and answer questions where necessary.

Appellants may attend in person or be represented by another individual. Where appellants cannot attend, a decision will be made based on the written evidence.

Appeal hearings must be private and held in an accessible location. The order of the appeals will be:

- Case for the trust board.
- Questioning by the appellant(s) and panel.
- Case for the appellant(s).
- Questioning by the trust board and panel.
- Summing up by the trust board.
- Summing up by the appellant(s).

Multiple appeals will be heard, either individually or in groups, by the same appeals panel where appropriate. Notes of the hearing will be made and kept securely by the trust board for a minimum of two years. These notes are, in most cases, exempt from disclosure under the Freedom of Information Act 2000 and the Data Protection Act 2018

Reaching a decision

When reaching a decision, the Admissions board will have due regard to section three of the 'School Admission Appeals Code'.

Appeals decisions will either be upheld or dismissed – there will be no conditional decisions made, in line with section 94(6) of the School Standards and Framework Act 1998. The final decision will be decided by a simple majority. If votes are split equally, the chair will make the casting vote.

The final decision and accompanying reasons will be communicated in writing to the appellant, trust board and the LA. The decision letter will be signed by the clerk or chair of the appeals panel and sent no later than five school days after the decision has been made.

If a child has been refused admissions due to any SEND, this will be considered by the First-tier Tribunal (SEND) and not the appeals panel

Complaints

Appellants do not have the right to more than one appeal in respect of the school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant due to a material change in the circumstances of the parent, child or school but still refused admission.

Appellants can apply for a place at the school for a different academic year.

If appellants have an issue with the appeal process, they can complain to the school directly.

9. Monitoring and review

This policy will be reviewed by the **governing board** on an **annual** basis.

Any changes to this policy will be communicated to all staff and other interested parties.

The next scheduled review date for this policy is **February 2023**

