

# Admissions Arrangements

Frequency of Review	Annually
Author	Headteacher
Approved by	Pending approval by LGB
Reviewed	January 2026
Date of Next Review	January 2027

## **1. Background**

The admissions arrangements have been adopted by the Propeller Academy Trust (PAT) from the original Supplementary Funding Agreement.

## **2. Planned number of places (PAN)**

The planned number of places (PAN) at Bishopswood School is 72 in the age range 2–16 including a nursery provision of 6 places.

***\*\*Due to a current lack of available space for appropriate continuous provision, nursery and EYFS provision cannot be provided within the limitations of the Sonning Common site.***

## **3. Admission Process**

Except in the circumstances described below, our school may not admit a child to the school unless an Education and Health Care Plan is maintained for that child and the school (or the predecessor-maintained school of the same name) is named in the child's EHCP.

Where the Academy Trust considers that there is a need to increase the planned number of places, the Academy trust must seek the approval of the Secretary of State.

The Propeller Academy Trust may admit a child without an EHCP if:

- (i) They are admitted for the purposes of an assessment of his educational needs and their admission to the school is with the agreement of the local authority, the school and the child's parent
- (ii) They remain admitted following an assessment under section 323 of the Education Act 1996
- (iii) They are admitted following a change in circumstances with the agreement of the LA, the school, and their parents

If a child without an EHCP has been admitted to a PAT member school for the purposes of an assessment, the school may allow the child to remain at the school:

- (i) Until the expiry of ten school days after the local authority serve a notice under section 325 of the education Act 1996 that they do not propose to make an EHCP, or
- (ii) Until an EHCP is made.

Where the LA intend to name a PAT member school in an EHCP and have served a copy of the proposed EHCP on the school, the school must respond within 15 days.

Our school must consent to being named, except where admitting a child would be incompatible with the provision of efficient education for other children and where no reasonable steps may be made to secure compatibility. In deciding whether a child's inclusion would be incompatible with the efficient education of other children the school must have regard to the relevant guidance issued by the Secretary of State to maintained schools.

If the Academy determines that admitting the child would be incompatible with the provision of efficient education, it must, within 15 days of receipt of the LA's notice, notify the LA in writing that

it does not agree that the Academy should be named in the pupil's statement. Such notice must include matters the Academy relies upon in support of its contention that: (a) admitting the child would be incompatible with efficiently educating other children; and (b) the Academy cannot take reasonable steps to secure this compatibility.

Where the LA maintains an EHCP for a child under section 324 of the Education Act 1996 and a member school's name is specified in the statement, the school must admit that child to the school even if they consider that the school should have not been named in the child's EHCP.

Where our school considers that they should not have been named in a child's EHCP, they may ask the Secretary of State to determine that the LA has acted unreasonably in naming the school and to make an order directing the LA to amend the child's EHCP by removing the name of the school. Where the Secretary of State makes an order to this effect, the school will cease to be under an obligation to admit the child from the date of the Secretary of State's order or from such date as the Secretary of State specifies. In specifying a date, the Secretary of State must take into account both the welfare of the child in question and the degree of difficulty caused to the school by the child's continued admission.

Where the Secretary of State determines that the LA has acted unreasonably in naming our school in a child's EHCP the Academy must continue to admit the child until the school ceases to be named in the EHCP.

If a parent or guardian of a child in respect of whom a EHCP is maintained by the local authority appeals to the First-tier Tribunal (Special Educational Needs and Disability) either against the naming of our school in the child's EHCP or asking the Tribunal to name a school, the school agrees to be bound by the decision of the tribunal on any such appeal even if the decision is different to that of the Secretary of State.

Where our school, the Secretary of State, or the First-Tier Tribunal (Special Educational Needs and Disability) have determined that it should be named, the school shall admit the child to the school notwithstanding any provision of Annex 1 of the Supplemental Agreement of the individual Academy.

As part of the admission process, consideration will be given to whether a pupil's needs can be met safely and effectively within the facilities available on the relevant school site.

#### 4. Admission Indicators

<b>School / Setting Name</b>	<b>Bishopswood School</b>
<b>LA Maintained or Academy Trust Name</b>	<b>Propeller Academy Trust</b>
<b>Type of Setting</b> <i>See above</i>	<b>Community Special School</b>
<b>Designation</b>	<b>Pupils with an Educational, Health and Care plan (EHCP) with Severe Learning Difficulties (SLD) and complex needs, including ASD and communication difficulties or Profound Multiple Learning Difficulties (PMLD)</b>
<b>Planned Admission Numbers</b>	<b>72</b>
<b>Location and Catchment</b>	<b>Sonning Common South Oxfordshire. However, applications from outside this area will be considered, within Oxfordshire and neighbouring counties</b>
<b>Age Group / Key Stages</b> <i>Include any specific information e.g., any limitations around NOR in particular key stages</i>	<b>2-16 Early Years, Key Stage 1,2,3 and 4</b>
<b>Summary of Provision</b>	
<p>Bishopswood is a Community Special School for children and young people with SLD and PMLD aged between 2 and 16. All pupils admitted to the school have an EHCP (Education and Health Care Plan) The school is part of the Propeller Academy Trust along with Fitzwaryn School in Wantage and Kingfisher School in Abingdon.</p> <p>The school is housed across two sites; Primary (co-located with Sonning Common Primary), and Secondary (co-located with Maiden Erlegh, Chiltern Edge)</p> <p><u>Admission to Primary and Secondary Departments</u></p> <p>All requests for a place at the school are dealt with by the SEN Officer. Only pupils with an EHCP who have SLD/PMLD/complex needs and ASD are eligible for admission (OCC Special Admission criteria). The SEN Officer will request a place at the school.</p> <p>The Headteacher and Senior Leadership Team make a decision as to whether the SEN can be met and whether there are places available (depending on current number of pupils on roll). Places can be offered at any time of year and to pupils of eligible age and need.</p> <p>Pupils transferring from an Early Years provision may be considered for a place in the primary department in the term they are 5 years old. Early and late transfers between</p>	

departments are considered on the needs of the child. Parents who are considering a place are welcome to visit, together with staff from the current placement to enable them to make informed decisions about the school of their choice which will best meet the needs of their child.

Once a place has been agreed with the Local Authority, parents or carers and prospective pupils are invited to visit the school prior to admission. The school nurse and therapy staff based at the school, are informed about prospective pupils and opportunities to meet them are offered.

**A. The Efficient Use of Resources**

*Inclusive education in the local mainstream setting is the preferred option for most children with SEN in Oxfordshire, and Oxfordshire schools have funding delegated to meet the SEN of the majority of children.*

*A child does not meet the indicators for specialist placement if needs can be met in a mainstream placement*

a) Appropriate universal strategies are in place to ensure quality first teaching in the current setting.	
b) Specialist provision as set out in the EHC plan has been delivered in the current setting over three terms but has yet to deliver on the outcomes in the plan.	
c) The current setting has followed, monitored, and adjusted as necessary interventions as advised by external support services such as SENSS, Educational Psychology, and integrated therapies.	
d) All reasonable adjustments have been made to meet the pupil’s needs in their current setting in line with the Equalities Act and the OCC Schools Accessibility Strategy.	

**B. Child / Young Persons Views and Parental Preference**

The views of the child or young person and parental preference are important indicators in admissions decisions and are considered subject to the provision being appropriate to the age, ability, aptitude, and special educational needs of the pupil

a) Admission to this provision is consistent with the child or young person’s views and aspirations as set out in the EHCP	
b) The views of the pupil are, as far as possible, expressed and evidenced and indicate a positive preference for a change to this type of provision.	
c) If a young person has reached the end of compulsory education, their views must be considered independently of their parent’s views, subject to their capacity as set out in the Mental Capacity Act.	
d) The parents or carers have expressed a reasoned and well-informed preference for this type of provision.	

<b>C. Special Educational Needs</b>	
a) The pupil has an EHC Plan which indicates that Cognition and Learning needs are the primary barrier to learning in their current setting at the present time.	
b) There is evidence that the pupil's SEN represent a long-term barrier to learning in their current setting.	
<b>D. Age</b> Pupils currently educated out of their year group will typically revert to their chronological year group on admission to specialist provision	
a) The admission request is for a child who would be within the Foundation Stage, Key Stage 1, 2, 3, 4 on the proposed date of admission.	
b) Consideration has been given to the stage of education and future transition points for this pupil, and it is clear that transition at this point in time is appropriate to meet needs.	
<b>E. Ability</b> Use this section to describe the cognitive ability or learning levels required for the child to access the curriculum offer in this provision	
a) The pupil has severe learning difficulty or global developmental delay affecting learning and requires a fully differentiated and individualised curriculum	
b) The pupil has profound and multiple learning difficulties and requires a fully differentiated and individualised curriculum	
<b>F. Aptitude</b> Use this section to describe indicators relating peer group, class size, sensory needs, inclusion in mainstream lessons, attitude to learning, attendance, identity and access to the social inclusion opportunities offered in this provision.	
a) The pupil requires learning to be delivered in small class groups with high levels of adult support.	
b) The pupil requires clear and consistent approaches to support positive behaviour, interaction, and engagement in learning.	
c) The pupil requires a peer group in which they can learn.	
d) The pupil requires a peer group in which they can make meaningful relationships with other children.	
<b>G. Specialist Educational Opportunities</b> Use this section to identify additional or extra curricular activities offered at this provision or any particular approaches, facilities or opportunities offered such as creative arts, therapies, swimming / hydrotherapy, forest school, therapy dogs, etc.	
a) The pupil requires opportunities for individual and small group learning situations	
b) The pupil requires an individualised, flexible, and creative approach to teaching in order to meet specific needs.	

c) The pupil requires a sensory-rich learning environment with access to a range of resources and approaches that support development in communication and understanding.		
d) The pupil requires a communication-rich learning environment with access to a range of resources and approaches that support development in communication and understanding.		
e) The pupil requires learning opportunities that are supported through visual, auditory, sensory, and active approaches and resourcing.		
f) The pupil requires explicit and implicit support to foster appropriate social interaction and positive relationships.		
g) The pupil requires support to develop skills for independence.		
h) The pupil requires high levels of supervision in order to remain safe.		
i) The pupil requires a carefully co-ordinated multi-professional support.		
j) The pupil requires access to specialist resources for therapy.		
<b>H. Other considerations</b>		
<b>Geography and Transport</b> Next nearest will be considered where capacity is not available in the nearest setting	a) The pupil lives in Sonning Common or the surrounding area in South Oxfordshire.	
	b) This setting is the nearest appropriate provision by type to this pupils' home.	
	c) Required travel to and from the setting would not be detrimental to the pupils' wellbeing or readiness to learn.	
<b>Environmental and Health and Safety Factors</b>	a) The pupil's behaviour can be safely supported in this setting through a risk assessment and positive behaviour support plan.	
	b) There are no concerns about site safety that, with all reasonable adjustments, could not be mitigated to make this placement safe for the pupil.	
	c) The pupil can develop strategies to cope with the everyday sensory demands of the setting.	
<b>Unmet non-educational needs</b>	a) Consideration has been given to whether support to address any unmet health needs would enable the pupil to remain in their current setting.	
	b) Consideration has been given to whether support to address any unmet social care needs within the child's family and wider context, would enable them to remain in their current setting.	
<b>J. Contra Indicators</b>		
Add any that are specific to this provision or school site		
a) This provision is suitable for pupils whose academic attainment falls significantly below the level of standardised tests and examinations and is therefore not suitable for pupils who have the potential to achieve above this level.		
b) This provision is suitable for pupils with a primary need of in the area of Cognition and Learning and, whilst some pupils may have additional needs in the areas of SEMH, the school's structures, systems and approaches are not		

suitable for pupils whose SEMH needs primarily define their ability to engage and learn.

c) This provision comprises mixed attainment groupings for pupils with a broad range of learning and physical needs and is therefore not suitable for pupils whose specific needs would be directly incompatible with inefficient education of others in the peer group.

d) The Bishopswood School **secondary site** can meet the needs of pupils with Autism Spectrum Condition (ASC), Moderate Learning Difficulties (MLD), and Severe Learning Difficulties (SLD), **where pupils do not require extensive use of specialist facilities beyond those available on the secondary site.**

The secondary site is **not suitable** for pupils who require:

- frequent or intensive access to specialist sensory regulation spaces, including large sensory rooms, soft play or sensory rooms
- extensive or regular use of outdoor spaces for regulation
- dedicated therapy spaces, such as physiotherapy or occupational therapy rooms
- regular access to additional breakout, withdrawal or regulation rooms due to persistent challenging behaviour

Admission decisions will take account of whether the pupil's needs can be met within the **physical and environmental constraints of the secondary site**, without compromising the safety, wellbeing or learning of the pupil or others.

#### **K. Exit Indicators**

Specialist placements are reviewed annually in line with statutory requirements. The following circumstances indicate changing needs that may lead to an AR or EAR making a recommendation for a change of placement:

- a) The pupil has progressed to such an extent they could now thrive in mainstream with support.
- b) The pupil is approaching a change of key stage or key transition point.
- c) The pupil's attendance (if attendance drops significantly)
- d) The pupil or parent expresses the wish for a change of provision.
- e) The pupil's behaviour has become a threat to the health and safety of staff and/or other pupils.
- f) A pupil's placement at the secondary site may be reviewed where it becomes clear that the pupil's needs cannot be met within the physical or environmental constraints of the secondary site, including where there is a requirement for specialist sensory, therapeutic, outdoor or additional regulation spaces that are not available. Any review would be undertaken in consultation with the Local Authority, parents/carers and relevant professionals.