

# School Admissions Policy



Approved by: Full Governing Board	Date: 17/9/25
Signed by: A English	(Chair)
Last reviewed on: Sep 25	
Next review: Sep 26	

Evergreen Primary School Admissions Policy: Maintained  
Special School

School Designation: Generic Special School

Age range: 2-11

Planned places commissioned by LA: 202

Admission authority: Durham County Council

## **1. Purpose and scope**

This policy explains how children and young people are admitted to Evergreen Primary School. As a maintained special school, we admit pupils whose Education, Health and Care (EHC) Plans name the school. Where the school is named in Section I of an EHC Plan, we have a statutory duty to admit the child or young person.

## **2. Who we are suitable for**

Evergreen Primary School is designated to meet the needs of pupils with:

Profound and multiple learning difficulties, severe learning difficulties, autism and associated/co-morbid needs

We provide specialist teaching, therapies and environments appropriate to these needs. Suitability is considered during the local authority (LA) consultation before placement is named.

### **3. Route of admission**

#### 3.1 EHC Plan:

Parents/young people express a preference for Evergreen Primary School during an EHC needs assessment, when an EHC Plan is issued, or at Annual Review.

The LA consults the school and other settings being considered. We respond on whether we can meet need, whether placement is compatible with the efficient education of others, and whether reasonable steps could remove any incompatibility.

The LA decides whether to name the school in Section I of the EHC Plan. If named, Evergreen Primary School must admit.

#### 3.2 In-year admissions / phase transfer:

Admissions can occur at any time of year via the LA SEND Casework team, including key phase transfers (e.g. Nursery, Reception, Year 1). Where the LA proposes to name Evergreen Primary School, it will consult us before finalising the EHC Plan.

### **4. Oversubscription and commissioned places**

The LA commissions 202 places at Evergreen Primary school. If the LA proposes to name the school when commissioned places are full, we will still be consulted. The LA will decide whether naming the school would be unsuitable for the pupil's age, ability, aptitude or SEN, or incompatible with the provision of efficient education of others or efficient use of resources, having considered any reasonable steps. If the LA names the school, we must admit.

## **5. Equality and inclusion**

We comply with the Equality Act 2010 and statutory guidance to ensure fair access. We work with the LA to remove barriers to learning and to make reasonable adjustments.

## **6. Requests for admission and consultation timeline**

Parental/young person preference for Evergreen Primary School should be made to the LA during assessment/Annual Review.

On consultation, we aim to reply within 10 school days with clear reasons where we believe we cannot meet need or where there may be incompatibility, alongside any reasonable steps that could mitigate concerns. Final decisions to name a setting rest with the LA.

## **7. Right of appeal / dispute resolution**

If the LA refuses a parent/carers request to name Evergreen Primary School or names a different setting, they may appeal to the First-tier Tribunal (Special Educational Needs and Disability) after mediation advice.

Appeals about schools named (or not named) in EHC Plans are to the SEND Tribunal, not to a standard school admission appeals panel.

## **8. Looked-after children and vulnerable pupils**

We work with the LA as corporate parent to support appropriate, timely placements following the normal EHC Plan

Children and Families Act 2014 (ss.33–34, 39, 43); SEND Code of Practice (2015, as updated); School Admissions Code (2021); School Admission Appeals Code (2022).

processes. In-year placements for vulnerable pupils are managed via the LA SEND arrangements.

## **9. Transport**

Home-to-school travel assistance is the LA's responsibility and is considered under separate policies/criteria. Transport eligibility is not determined by the school or by this admissions policy. Parents/carers should refer to the LA's transport policy.

## **10. Data protection and records**

We process admission information in line with data protection law. Files from previous settings will be requested following confirmation that the school is named in an EHC Plan.

## **12. Policy availability**

This policy is published on our website and available in alternative formats on request.