

Leadership & Management

Admissions Policy

Contents	
1	Policy Legislation, Intent & Implementation
3	Impact
3	Review
4	Appendix

1.0 Legislation, Intent & Implementation

Children and young people are admitted to Lincolnshire Special Schools when an Educational Health Care Plan (EHCP) is maintained, which names the special school. Before an EHCP is issued, the child or young person will have been formally assessed. After the multi-professional assessment, parents will receive a draft EHCP describing the child's / young person's special educational needs and the various elements of special educational provision required.

Parents will consider the information and are asked to express a preference for a school. In most cases, the LA will comply with the parent's preference and that school will be named on the plan. When considering a parent's preference, the LA will need to be sure that the school named by the parents can meet the pupil's special educational needs, and that the placement is consistent with the provision of suitable education to other children and young people already at the school. The LA also needs to be sure that the placement is compatible with the efficient use of available resources.

Before reaching its final decision on admission to a special school, the LA will consult with the Headteacher (and/or SENDCo) of the special school to ensure that all needs can be met within the available funding arrangements. The Headteacher/SENDCo shall base their decision to recommend a placement on whether they feel the school can successfully meet the individual's needs without jeopardising the needs of others already on roll. They shall form their decision using the SEND Code of Practice 2015 as the legislative framework.

The Headteacher will make available for the scrutiny of the Chair of Local School Board all information relating to any proposed admission. After the decision has been made to admit a child or young person to Greenfields Academy every effort will be made to support the prospective pupil through the initial stages of the placement.

Greenfields Academy does accept consultations from schools outside the Lincolnshire Local Authority (OLA), it is the responsibility of the OLA to inform Lincolnshire SEND team of this consult. There are different funding arrangements for OLA places which are determined by Community Inclusive Trust.

Greenfields Academy agrees the number of funded school places annually with Lincolnshire County Council. The 2025/26 Pupil Admission Number (PAN) is 82.

2.0 Impact

- Pupils are legally, effectively, and appropriately placed in specialist SEMH provision.
- Access to places and provision is fair and with appropriate support

3.0 Review

Date Written: December 2025
Review Date: December 2026

END