Admissions Policy

Redbourn Park School

Approved by	Richard McCabe
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Applies to	Referrals and admissions of pupils aged 7–16 at Grovehill and Gaddesden
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Proprietor/chair signature	

Related policies

Equality Policy
Accessibility Plan
Complaints and Compliments Policy

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1. Aims

Redbourn Park School is an independent special school for pupils aged 7–16 who are autistic or have complex needs. Guided by our values of Safety, Empathy and Ambition, this policy explains how we consider referrals and admit pupils, so that every placement is planned carefully around the child and has the best chance of success.

This policy aims to make sure that our admissions process is:

- Clear, fair and the same for every referral
- Focused on the child's strengths and needs and on whether we can meet them
- Free from unlawful discrimination, with reasonable adjustments made where needed
- Planned with the child, their family, the local authority and the professionals who know them

2. Legislation and guidance

This policy takes account of:

- The Children and Families Act 2014 and the SEND Code of Practice: 0 to 25 years, which set out how local authorities consult schools before naming them in a pupil's education, health and care (EHC) plan
- The Equality Act 2010, which makes it unlawful to discriminate against a pupil or prospective pupil in admissions
- The School Attendance (Pupil Registration) (England) Regulations 2024, which set out how pupils are added to and removed from the admission register
- The Education (Independent School Standards) Regulations 2014

3. Our school

Redbourn Park is registered for up to 30 pupils aged 7–16. We are one school across two sites: Grovehill, where most pupils are in Key Stage 2, and Gaddesden, where most pupils are in Key Stage 3. Key Stage 4 opened in September 2026. Every pupil has an EHC plan.

We consider all referrals, but we remain a school for pupils who are autistic or have complex needs, and we keep this in mind when considering each referral.

4. Funding of placements

We admit pupils whose placement is funded by a local authority, normally through the pupil's EHC plan. We do not currently offer privately funded places. Families who would like their child to attend Redbourn Park should speak to the special educational needs team at their local authority, which can send us a referral.

5. Making a referral

Referrals should be sent by the local authority to the Headteacher at admin@redbournpark.co.uk. Questions can be made by phone to the school office on 01442 601 252.

A referral will normally include the pupil's EHC plan, the most recent annual review, relevant reports from professionals and current school or setting information, so that we can fully consider whether we can meet the pupil's needs. Information is handled securely in line with the Data Protection Policy.

6. How we consider a referral

The key to the process is to understand the pupil's strengths and needs and to decide whether Redbourn Park is the right placement. The Headteacher, with the SENDCO and the senior leadership team, will consider:

- The pupil's special educational needs and the provision in their EHC plan
- Their emotional, behavioural and sensory needs, and any risks

- Their current attainment and likely progress
- Their social and communication skills, and how they will fit with the existing group of pupils
- Any medical, physical or access needs, and the reasonable adjustments needed
- Whether a suitable place is available at the right site and in the right class

The process is:

- The Headteacher receives the referral in writing and reviews the information with the SENDCO. Families may or may not have been consulted by the local authority at this point
- If we think we may be able to meet the pupil's needs and a suitable place is available, we contact the family and arrange a visit or meeting with the pupil, their family and relevant professionals. This helps us understand the support needed and gather any other information we need
- If the outcome is positive, we make an offer of placement to the local authority, with a funding band and a transition plan that supports the success of the placement
- The local authority and the family then decide whether to accept the placement and the funding
- Once agreed, the transition plan is organised and put into action, including visits, a start date and any adjustments needed before the pupil starts

We aim to respond to a local authority consultation within 15 calendar days, in line with the SEND Code of Practice. If we need more information or time, we will tell the local authority.

7. If we cannot offer a place

If we do not think we can meet the pupil's needs, or no suitable place is available, we will explain our reasons in writing to the local authority. Families can discuss other options with their local authority. A concern about how a referral was handled can be raised under the Complaints and Compliments Policy.

8. Joining the school

When a pupil joins, they are added to the admission register on the first day they are expected to attend, and the school tells the local authority in line with the pupil registration regulations. A baseline assessment, individual risk assessment and support plan are put in place, and the pupil's family is given information about how the school communicates with them.

9. Equality

Admissions decisions are based on whether we can meet the pupil's needs and whether a suitable place is available. We do not discriminate against a pupil or prospective pupil because of disability, race, religion or belief, sex, sexual orientation, gender reassignment, or pregnancy and maternity, and we make reasonable adjustments to our admissions arrangements where needed. Our Equality Policy and Accessibility Plan give more detail.

10. Monitoring arrangements

This policy will be reviewed annually by the Headteacher. The proprietor/chair will approve each review.

11. Links with other policies

This policy links to the following policies:

Equality Policy; Accessibility Plan; Children with Health Needs Policy; Data Protection Policy; Home–School Communication Policy; and Complaints and Compliments Policy.