



Oak View School, Whitehills Road, Loughton, Essex, IG10 1TS

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Admissions Policy

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Review Due	September 2027

Aims

This policy aims to:

- Explain the consultation and admissions processes for securing a place at Oak View School
- Set out the school's criteria and arrangements for allocating specialist places in partnership with Essex County Council and other local authorities
- Ensure all stakeholders understand the legal requirements surrounding Education, Health and Care Plans (EHCPs) and specialist educational provision

School Context & Rationale

Oak View School is a specialist provision catering for pupils aged 3 to 19 who have significant, severe, profound and/or multiple learning difficulties. The school operates as an academy within the Epping Forest School Partnership Trust.

The admitting authority for pupils attending Oak View School is the Local Authority, Essex County Council. Consequently, all requests for placement must be submitted through the County's Special Educational Needs (SEN) Department / Statutory Assessment Team. Following a statutory review of learning needs through the Education, Health and Care Plan (EHCP) process, the Local Authority makes a formal judgment regarding where a pupil's special educational needs can be met. If the Local Authority considers that a pupil's educational needs can be met within our provision, they formally consult with Oak View School.

Upon receipt of consultation paperwork, Oak View School evaluates the referral to ensure that it is appropriate and that the school can meet the pupil's needs within its defined provision—generally Band 4 and above. If the school determines that it can meet the pupil's needs, and provided there is an available space within a suitable peer group as well as within the school's overall maximum capacity of 130 pupils, Oak View School will offer the Local Authority a possible placement.

Legislation & Statutory Requirements

As an academy special school, this policy is structured in compliance with statutory guidance and legal obligations, including:

- Sections 38, 39, and 40 of the Children and Families Act 2014, governing EHCPs and special school named placements
- The Special Educational Needs and Disability (SEND) Code of Practice: 0 to 25 years
- The School Standards and Framework Act 1998.
- The principles of the School Admissions Code 2021 and School Admission Appeals Code as applicable to academy funding agreements and special educational needs administration.
- The school's Academy Funding Agreement and Articles of Association within the Epping Forest School Partnership Trust

How to Apply & Local Authority Consultation Process

Direct self-application by parents to Oak View School is not permitted under SEN legislation; all admissions are managed via Local Authority consultation.

1. Local Authority Referral: External authorities and local authorities must submit all formal consultation requests through Essex County Council's Statutory Assessment Team.
2. Consultation Consideration: Oak View School reviews all consultation paperwork sent through to the school.
3. School Assessment: The Head Teacher and specialist team evaluate the consultation documents to ensure:
 - The child has a finalised or draft EHCP in place.
 - The pupil has a diagnosed severe learning disability.
 - The pupil's needs fall within the school's defined provision (Band 4 and above).
 - The school can meet the pupil's needs without compromising the safety, wellbeing, or integrity of the educational provision of existing pupils.
 - There is a space in an appropriate peer group and within the overall school capacity limit.

A placement offer depends on space being available within a specific, compatible peer group suitable for the child's age, developmental stage, and learning needs. Oak View School does not accept private paying pupils

4. Transition Support: Oak View School works closely with families of pupils who are granted places to support a smooth, well-planned transition into the school community.

Children Below Compulsory School Age & Part-Time Placements

- Early Years (Age 3–5): Oak View School caters for pupils aged 3 to 19. Where children below compulsory school age are offered a place, they are entitled to attend full-time in the September following their fourth birthday, or earlier as detailed in their EHCP
- Part-Time Placements: Part-time placements for under 5's are considered when appropriate to the individual child's needs and within the school's capacity numbers.
- Deferred Entry: Entry may be deferred until later in the school year, provided entry is not deferred beyond compulsory school age or beyond the beginning of the final term of the school year for which the offer was made.

In-Year Admissions, Assessment Places & Vacated Placements

- In-Year Consultations: Local authorities may consult Oak View School for in-year placements at any point during the academic year. Offers remain contingent on peer group space and overall capacity.
- Assessment Places: Assessment places are not offered by Oak View School due to capacity issues. They would only be considered if there is capacity and specialist resources to fulfill the statutory assessment process.
- Vacated Placements: If a placement at Oak View School is vacated, the school will promptly inform Essex County Council's Statutory Assessment Team.

Withdrawing an Offer or Placement

An offer or placement will not be withdrawn unless:

- It was offered in error.
- A parent or Local Authority has not responded within a reasonable specified timeframe.
- The offer was obtained through fraudulent or intentionally misleading information.

If an offer is withdrawn due to misleading information, the consultation will be considered afresh. A place will not be withdrawn once a child has started at Oak View School unless it was fraudulently obtained, taking into consideration the length of time the pupil has attended.

UK Service Personnel and Crown Servants

For families of UK service personnel with a confirmed posting, or Crown servants returning from overseas:

- Official consultations will be processed in advance of relocation provided the application is accompanied by an official letter declaring a relocation date.
- The intended home address or unit/quartering address will be utilised when evaluating placement and transport considerations.

Disagreements, Reviews & First-tier Tribunal Appeals

Because Oak View School caters to pupils with EHCPs, standard mainstream admission appeal panels do not apply

- First-tier Tribunal (SEND): If parents disagree with a Local Authority decision regarding naming or refusing to name Oak View School in Section I of an EHCP, parents have the right to appeal to the First-tier Tribunal (Special Educational Needs and Disability)
- EHCP Annual Reviews: Placements are reviewed annually via the EHCP Annual Review process to ensure Oak View School continues to be the appropriate provision to meet the pupil's needs.

Monitoring & Review Arrangements

- Review: This policy will be reviewed and approved by the Governing Board and Trust every year.