



# Everly East

# Admissions Policy



# Everly East Admissions Policy 2026/2027

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| Person responsible for the Policy: | Josie Vujcic                                                                         |
| Date Written:                      | February 2026                                                                        |
| Signed:                            |  |
| Date for Review:                   | August 2026 (checked)<br>August 2027                                                 |
| Key Changes Made:                  |                                                                                      |

## **Admissions Policy and Procedure**

### **Everly East Academy**

Complies with Part 6, Paragraph 24 (3) (a) of The Education (Independent School Standards Compliance Record) (England) (Amendment) Regulations

Everly East Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all pupils are supported to fulfil their potential through a safe, relational and personalised learning environment.

Everly East Academy is a secondary special school which provides 30 places for students in the age range 11-16 (years 7-11) with SEMH and/or ASD.

For a child to be admitted, the school must be named, by a local authority, in the child's education, health and care plan (EHCP).

Parents wishing their children to benefit from our provision should ask their local authority to name our school in their child's EHCP.

A local authority can also refer a child to the school to be assessed for an EHCP plan or following a change in the child's circumstances for his or her needs to be assessed or reassessed. Any assessment should be completed within the 20 weeks set out in the SEND Code of Practice.

Children being assessed for an EHCP will be dual registered and return, full time, to their mainstream school if the LA decides not to issue an EHCP.

No child is refused entry on the grounds of race, ethnicity, gender, religion, disability or sexual orientation.

The school provides specialist education for pupils with a range of needs including:

- Social, Emotional and Mental Health (SEMH)
- Autism Spectrum Disorder (ASD)
- Communication and Interaction needs
- Cognition and Learning needs

Most pupils attending Everly East Academy have an Education, Health and Care Plan (EHCP), while others may be undergoing assessment.

Pupils are typically referred to the school through Local Education Authorities (LA).

### **Referral Process**

When a Local Authority refers a pupil to Everly East Academy, the following process takes place:

#### **Initial Referral**

The Local Authority refers pupils whom they feel may be suitable for the provision offered by the school.

If a place is available, the Referrals Manager reviews the referral documentation, including the EHCP, to assess whether the pupil's needs may be appropriately supported within the school.

This information helps the Referrals Manager determine whether the placement may be viable and appropriate.

### **Initial Suitability Review**

The Senior Leadership Team considers the referral and evaluates:

- Whether the school has sufficient staffing capacity
- Whether staff have the experience and expertise required to meet the pupil's needs
- The potential impact on existing pupils and group dynamics
- Whether the school environment is suitable for the pupil

### **Observation and Consultation**

Where appropriate, the Referrals Manager will seek consent from the Local Authority to:

- Contact the pupil's parent(s)/carer(s)
- Contact the current educational provision
- Arrange to observe the pupil in their current setting (or at home if the pupil is not currently attending education)

The school may also invite the pupil and their parent(s)/carer(s) to visit Everly East Academy.

### **Meeting with Parents and Pupil**

A member of the Senior Leadership Team and/or the Referrals Manager will meet with the parent(s)/carer(s) and the pupil.

This meeting allows the school to:

- Share information about the school's ethos, values and approach
- Ensure that parents/carers understand and support the school's relational and personalised model
- Discuss the pupil's needs and support strategies

Please see Appendix A – Admission Meeting Checklist, which is signed by all parties to confirm agreement and understanding.

### **Placement Offer**

If all parties agree that Everly East Academy is an appropriate placement, an official placement offer will be made.

At this stage an admission plan is developed, which includes:

- Completion of documentation
- Gathering of relevant pupil information
- Placement agreement with the Local Authority
- Induction planning for the pupil

A placement can only be confirmed once individual placement agreements and documentation are completed.

### **Waiting List**

School places are offered on a first come, first served basis where appropriate.

If the school reaches capacity, pupils may be placed on a waiting list until a suitable place becomes available.

### **Admission Day**

On the pupil's first day of admission:

- The pupil's details are entered into the Admissions Register
- All relevant documentation is securely recorded and filed

### **Equality and Inclusion**

All decisions regarding admissions are made in accordance with:

- SEND Code of Practice (2014)
- Equality Act 2010
- Disability Discrimination Act 1995
- Independent School Standards

Everly East Academy is committed to ensuring fair access to education for all pupils.

The school makes appropriate provision for pupils with Special Educational Needs and Disabilities (SEND).

### **English as an Additional Language (EAL)**

Everly East Academy also makes provision for pupils who have English as an Additional Language (EAL) as part of the assessment process.

The school does not regard pupils as having a learning difficulty solely because the language spoken at home differs from the language used for teaching, in accordance with the Education Act 1996 (Section 312).

Additional Information:

### **Everly East Academy Admissions Principles**

At Everly East Academy, admissions decisions are guided by the school's core values of Care, Growth and Aspirations.

Care is reflected in our commitment to ensuring that every pupil placed at the school will be supported within a safe, nurturing and relational environment where their wellbeing is prioritised.

Growth underpins our belief that all pupils are capable of progress. Our admissions process considers whether the school can provide the personalised support, structure and opportunities required for each pupil to develop academically, socially and emotionally.

Aspirations guide our aim to help every young person build confidence, resilience and belief in their future. Through our admissions procedures, we seek to ensure that pupils joining Everly East Academy will benefit from an education that supports them to develop the skills, independence and self-belief needed to achieve positive and meaningful outcomes.

The school works collaboratively with Local Authorities, parents/carers and professionals to ensure that placements are appropriate, sustainable and in the best interests of the pupil.