



HAILEY HALL SCHOOL
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ADMISSIONS POLICY

Date last reviewed: Autumn Term 2025

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Approved Committee: Achievement and Standards

Endorsed Committee: Board of Trustees

Responsible person: Admissions Officer

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1. INTRODUCTION AND AIMS

(i) Hailey Hall School works in conjunction with Hertfordshire County Council and other sending authorities as a strategic resource for meeting the needs of pupils identified as having Social, Emotional, and mental health difficulties. Its admission policy ethos is to do everything within its power to assist those authorities in meeting the needs for appropriate pupils.

(ii) The purpose of this policy is to set out the criteria which will be applied in assessing whether Hailey Hall School is the most appropriate school for a particular proposed new entrant, whether at start of Year 7, or as a 'casual admission' in Years 7 to 11.

2. SCOPE

This policy applies to all applications for a place at Hailey Hall School.

3. LEGISLATION

The School Admissions Code ('the Code') has been issued under Section 84 of the School Standards and Framework Act 1998 ('SSFA 1998')¹. The Code has been made following a consultation under Section 85(2) of the SSFA 1998 and after being laid before Parliament for forty days.

4. CRITERIA FOR PROPOSED NEW ENTRANTS TO THE SCHOOL

Hailey Hall School is a Special Academy for children and young people, aged 11 – 16, with Social, Emotional and mental health difficulties.

The criteria that will be applied in assessing whether Hailey Hall School is the most appropriate school for a particular proposed new entrant, whether at the start of Year 7, or as a 'Casual Admission' in Years 7 to 11, are as follows.

- (i) The pupil must be male to be considered for Hailey Hall School.
- (ii) The pupil has an Educational Health care Plan (EHCP)
- (iii) Hailey Hall School can meet the need of the child based on the EHCP and other information provided by the Local Authority (LA).

5. HAILEY HALL SCHOOL'S LIMITATIONS IN ACCEPTING NEW ENTRANTS

Hailey Hall School reserves the right to consider a placement unsuitable in the following situations:

- (i) When Hailey Hall School is at full capacity
- (ii) If the pupil's needs cannot be met or if we feel we cannot keep them safe

- (iii) The behaviour of the child, based on previous evidence / experience, is likely to:
- Adversely disrupt the good running of Hailey Hall School and thus disrupt adversely other pupils' education
 - Put at risk physically or mentally the wellbeing of other pupils at the school
 - Put staff at risk physically
- (iv) Where Hailey Hall School's classrooms and facilities are fully utilised at the assessed capacity of 84 pupils
- (v) We would be unable to provide the provision set out in the EHCP in accordance with Section 19d of the Education Act
- (vi) In some instances, Hailey Hall School would only be able to accommodate the pupil if additional funding is provided by the relevant local authority to enable Hailey Hall School to accommodate the pupil's more complex needs. Examples of requirements for such additional funding may include:
- home tutoring
 - special educational or therapeutic provision which are beyond the usual practice of Hailey Hall School
 - 1-2-1 teaching assistant supervision
 - or any other provision which is not the usual practice of the school.

6. THE PROCESS OF ADMISSIONS

Hailey Hall School works in conjunction with Hertfordshire County Council and other authorities as a strategic resource for meeting the needs of pupil's identified as having Social, emotional, and mental health difficulties. The admission policy ethos is to do everything within its power to assist those authorities in meeting the needs for appropriate pupils. The criteria to be met for a pupil to be considered for admission is described below:

- All referrals for admission are relayed to the school via the sending authorities SEN department. Referrals will not be considered from any other sources.
- The LA usually refers pupils for admission following the recommendations from an Annual Review of the Educational Health Care Plan, at which an LA SEN Officer may have been in attendance.
- Hertfordshire County Council agree at Panel meetings the type of provision required for each pupil to meet their needs. If a SEMH provision is agreed, the SEN Officer may then consult with Hailey Hall School for a place.
- Consultations for 'Phased Transfer' Admissions (Year 7's) for the following September will be considered from the October before.

- The final decision on the appropriateness of a placement in Hailey Hall School of a pupil must be one in which parent / carer, school, pupil and local authority are in agreement.
- It is the responsibility of The LA to discuss the referral with parents and / or carers where appropriate.
- Hailey Hall School encourages all prospective families to book a tour of the school with the Admissions Officer.
- When a decision is made to request a placement at Hailey Hall School, the LA will send consultation documents to Hailey Hall School including the EHCP along with relevant reports and documents.
- The consultation may be placed on hold by Hailey Hall School if additional information is requested.
- It is the responsibility of Hertfordshire County Council to relay the offer of a placement at Hailey Hall School and the proposed start date.
- It is the responsibility of the parent / carer and LA to apply for the provision of transport if required.
- The school reserves the right to further discuss, and request funding should the needs of the pupil change during their time at the school.
- Following an offer of placement agreement, the school will contact the LA to arrange an admission date which will usually be at the start of the next term to enable a smooth transition and to avoid the destabilisation of a large number of pupils simultaneously.
- By the date of the pupil's admission, the school will have determined in which teaching group he will be timetabled, and other arrangements, and to reiterate the school's expectations. Baseline testing will also be conducted in the first term.
- Where, retrospectively the school believes the placement has proven inappropriate; the school will contact the Special Education Group to arrange an Emergency Review to determine whether additional / alternative placement or resources would be appropriate. This contact will initially occur through the SENCO / Deputy Headteacher or Headteacher.

7. ADMISSION APPEALS

The local authority is the admission officer for Hailey Hall School and all appeals are managed by the Special Educational Needs Department. Detailed information can be found by accessing the following website www.hertsdirect.org.

8. ROLES AND RESPONSIBILITIES

The Admissions Officer is responsible for collating consultation documents. The Senior Leadership Team collectively decide whether the school is able to meet the needs of the pupil. The Headteacher makes the final decision.

9. MONITORING ARRANGEMENTS

This policy is reviewed by the Admissions Officer and subsequently approved by the Board of Trustees.

10. LINKS WITH OTHER POLICIES AND PROCEDURES

This Policy should be read in conjunction with the Hailey Hall SEND Offer.