



EDGEWOOD
ACADEMY



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Independent School Admissions Policy

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Signed by:			
Kate Manning, Headteacher	Date:	12 th February 2026	



EDGEWOOD ACADEMY

Q Contents:

Statement of intent

1. [Legal framework](#)
2. [Roles and responsibilities](#)
3. [Admissions procedure](#)
4. [Oversubscription criteria](#)
5. [The admissions register](#)
6. [Monitoring and review](#)



EDGEWOOD ACADEMY

Statement of intent

A pupil's education is one of the most important parts of their life, and at Edgewood Academy we endeavour to ensure all pupils have access to a robust and well-rounded curriculum. This policy outlines the school's procedures for admissions. The process is fair and in-keeping with the school's obligations under the Equality Act 2010 and the Education Act 1996. The school promises to provide all admitted pupils with a safe environment to learn and develop.



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Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Education Act 1996
- The Education (Independent School Standards) Regulations 2014
- The Education (Pupil Registration) (England) Regulations 2006
- Equality Act 2010
- Robert Long 'Independent Schools (England) (Briefing Paper)'
- DfE 'The Independent Schools Standards'

This policy operates in conjunction with the following school policies:

- Attendance and Absence Policy
- Records Management Policy
- Equal Information and Objectives Statement
- Data Protection Policy
- Complaints Procedures Policy

Roles and responsibilities

The school is the admissions authority and is responsible for establishing fair admissions arrangements for potential pupils which are in line with the Equality Act 2010.

The Advisory Board is responsible for:

- Ensuring there is a robust appeals procedure in place, in the event of a parent appealing the decision to not offer their child a place at the school.
- Ensuring that all provisions are fair and do not discriminate against any protected characteristic.



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- Ensuring any appeals made on the grounds of discrimination against disability will be handled by a tribunal.

The headteacher is responsible for:

- Collaborating with the Advisory Board and proprietor of the school to agree on set admissions arrangements for the school.
- Establishing the admissions arrangements for the school within this policy.
- Ensuring this policy is approved by the Advisory Board and proprietor before being circulated to key stakeholders.

Edgewood Academy operates a structured, needs-led admissions process designed to ensure each placement meets the individual requirements outlined in the pupil's Education, Health and Care Plan (EHCP).

Step 1: Local Authority Consultation

Following a referral or consultation from the Local Authority, Edgewood Academy receives the pupil's EHCP and supporting documentation for initial review.

Step 2: Admissions Panel Review

Our Admissions Panel, comprising senior school leaders and clinical staff, carefully reviews:

- The pupil's EHCP
- Relevant educational and clinical reports
- Any other documentation provided by the Local Authority

This ensures the school can assess its ability to meet the pupil's needs safely and effectively.



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Step 3: Family and Pupil Engagement

Invitation to visit Edgewood Academy: Pupils and their parents/carers are invited for a tour of the school, meeting staff, and gaining a clear understanding of the school environment.

Observation (where appropriate): If relevant, staff may observe the pupil in their current placement to better understand individual learning, social and behavioural needs.

Step 4: Final Placement Decision

Following review and consultation, the Admissions Panel makes a final placement decision, considering:

Alignment with the pupil's EHCP outcomes

The school's ability to provide safe, effective and personalised support

Potential for positive educational, social and emotional outcomes

Successful placements are then formally confirmed, and the pupil is integrated into a tailored induction plan to ensure a smooth transition.

Admission Criteria

Your child must be referred to us by education authorities, social workers, parents, foster agencies or via your child's existing/previous schools

Your child must be aged between 5 – 16

Your child must have an Education Health Care Plan (EHCP)

Your child must have school anxieties, trauma or attachment barriers to education.

All applications to the school will be made in writing via the school's application form – application forms can be obtained by contacting the school office at Office@Edgewood-academy.com



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Parents will submit an application form to the school no later than the July before the new admissions year. Incomplete or missing forms will not be considered, and the application will be unsuccessful.

Any questions regarding the form or the admissions process in general will be answered by the headteacher, who can be contacted on 07584098542.

The school will ensure children with SEND are supported where possible and the school will not refuse a child admission on the basis of any SEND they have. The school puts in place reasonable adjustments where necessary to accommodate for children's additional needs throughout the application process. If the school believes it cannot provide a child with sufficient support, their application for a place at the school may be denied. This is with the child's best interests in mind, and the school will communicate any grounds for rejection with the child's parents.

Oversubscription criteria

In the rare event that the school becomes oversubscribed, the school will accept pupils based on the criteria below:

Edgewood Academy is a specialist independent school. Where the number of applications for admission exceeds the number of available places, the school will apply the following **oversubscription criteria**.

The **primary consideration** in allocating places will always be **the school's ability to safely and effectively meet the individual needs of the child**, ensuring that admission is in the **best interests of the pupil**, existing pupils, and staff.

Oversubscription Criteria (in order of priority)

When Edgewood Academy is oversubscribed, places will be allocated according to the following criteria:

1. Ability to Meet Individual Needs

Priority will be given to pupils whose **social, emotional, mental health (SEMH), learning, communication, and sensory needs** can be appropriately met within the school's:

- Specialist provision



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- Therapeutic environment
- Staffing structure
- Curriculum model
- Safeguarding arrangements

This will be determined through a review of professional reports, Education, Health and Care Plans (EHCPs) where applicable, and information provided by parents/carers and commissioning bodies.

2. Compatibility with Existing Cohorts

Consideration will be given to whether the admission of a pupil would:

- Maintain the safety and wellbeing of all pupils
- Allow staff to meet needs without detriment to existing pupils
- Be compatible with the emotional regulation and learning needs of the current cohort

3. Looked After and Previously Looked After Children

Priority will be given to children who are:

- Looked After Children (LAC), or
- Previously Looked After Children, where the school can meet their identified needs.

4. Pupils with an EHCP Naming Edgewood Academy

Where Edgewood Academy is named in a pupil's Education, Health and Care Plan and the school is able to meet need, these pupils will be prioritised in line with statutory guidance.

5. Local Authority Commissioned Placements

Pupils placed through commissioning agreements with local authorities, where need aligns with the school's offer and capacity.



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6. **Siblings**

Pupils who have a sibling currently attending Edgewood Academy, provided the school can meet the applicant's needs.

7. **Date of Application**

Where all other criteria are equal, priority may be given to applications received earliest.

Additional Considerations

- Admission is **not automatic** and is subject to a full assessment process, including:
 - Review of professional documentation
 - Meetings with parents/carers and professionals
 - Transition planning where appropriate
- Edgewood Academy reserves the right to refuse admission where:
 - The school is unable to meet the child's needs safely or effectively
 - Admission would compromise the provision or wellbeing of existing pupils
- All decisions will be made in line with:
 - The school's safeguarding duties
 - Equality Act 2010
 - SEND Code of Practice
 - Independent School Standards

Fairness and Transparency

Edgewood Academy is committed to ensuring that all admissions decisions are:

- Transparent
- Fair



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- Consistent
- Made in the best interests of children and young people

Parents/carers and commissioning authorities will be informed clearly of the reasons for decisions where a place cannot be offered.

Any child who is unsuccessful will be given the opportunity to apply in the next academic year.

Any parent who wishes to complain about an admissions decision may do so in line with the school's Complaints Procedures Policy.

The admissions register

The school will keep an up-to-date admissions register of pupils in attendance at the school.

The admissions register will be stored in line with the school's Records Management Policy.

Monitoring and review

This policy will be updated annually by the headteacher.

All changes to the policy will be communicated with all relevant stakeholders.

The next review date for this policy is March 2027.