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The Linden Centre

Admissions Policy

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| Signed by: | | |
|  | Headteacher | Date: 07/09/25 |
|  | Chair of Management Committee | Date |

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| Last Updated | 07/09/2025 |
| Review Due: | 07/09/2026 |

**The Linden Centre PRU Admissions Policy (Updated 2025)**

**Short Stay Assessment and Intervention / PRU Admissions**

**Pupil Placement**

Placement at The Linden Centre Short Stay (Assessment and Intervention) / PRU is commissioned by the Local Authority (LA) in line with statutory guidance under the Education Act 1996 and the Children and Families Act 2014. Referrals are the responsibility of the LA, with places determined at the monthly Fair Access Panel (FAP). The FAP, chaired by LA Officers and Headteachers / School Representatives across Telford and Wrekin, prioritises offers based on the presentation by the school and a completed referral form, following DfE guidance on Fair Access Protocols.

**Referral Process**

* A FAP referral form must be fully completed by the mainstream school and submitted to the FAP administrator by the monthly deadline, alongside any supporting evidence.
* Parental permission must be obtained before the referral is discussed.
* Schools and parents/carers are encouraged to arrange visits to The Linden Centre/PRU to meet staff and understand the provision. Parents may contact the school directly for this purpose.

**Specialist Centre Admissions**

**Function/Aim**

The Linden Centre Specialist Centres are full time places for pupils awaiting or identified as requiring a specialist placement for children aged 5–11 and 11–16 years. Pupils follow a fully differentiated curriculum, with opportunities to complete the National Curriculum where appropriate, as recommended in the Special Educational Needs and Disability Code of Practice (DfE & DoH, 2015).

**Size and Staffing**

* The LA is the admissions authority.
* Current places: 12 places in Primary, 12 places in Secondary. Additional placements may be considered in exceptional circumstances.
* Classes are small (up to 4 pupils), with a teacher and a teaching assistant.
* Programmes of support for SEMH are available in line with evidence-based practice.

**Funding**

* The school is funded on a place-led basis by the LA.

**Criteria for Placement**

* All pupils must be under assessment or have an Education, Health and Care Plan (EHCP) / Statement of Special Educational Needs.
* Pupils should have complex needs in at least two areas defined in the SEN Code of Practice (DfE & DoH, 2015), often including cognition and learning, communication and interaction, and may also have behavioural, emotional, social, sensory, or physical needs.

**Referral Routes**

Pupils may be referred:

* Following a Statutory Assessment
* Following an Annual Review / EHCP review
* On arrival into the LA from another specialist provision or school
* Following a parental request
* In exceptional circumstances (e.g., sudden trauma, permanent exclusion)
* By another LA

**Evidence Required**

* Demonstrated limited progress in mainstream settings despite high levels of support
* Multi-agency agreement that a special school placement is appropriate, including an educational psychologist’s opinion
* Consideration of parental and pupil views

**Prioritising Placements**

When demand exceeds available places, priority is given to:

1. Children without a current school placement
2. Children Looked After (LAC) where placement meets needs
3. Children whose current placement is not meeting needs

**Admission Procedures**

* Once the LA approves a referral, the Headteacher is consulted (termly meetings or individual papers).
* The Headteacher has 15 working days to consider the admission.
* Upon agreement, the LA notifies parents and the child’s current school.

**Transport**

* Secondary pupils living 3+ miles away are entitled to home-to-school transport.
* Transport may be provided for shorter distances if professional evidence supports specific needs (Telford & Wrekin Education Transport Policy).

**Inclusion Opportunities**

* Inclusion in other settings will be considered via ongoing planning and review.
* Opportunities may include mainstream school integration.
* LA consultation is required if inclusion may lead to a mainstream transfer.

**Monitoring & Review**

* Progress is reviewed at least termly.
* Annual Review, EHCP review, or EHCP transfer review occurs within 12 months of the last review or issue of the current statement/EHCP.
* Children and parents/carers are actively involved in all reviews.
* Admissions arrangements are reviewed as necessary through termly meetings between the Headteacher and LA officers.

**Further Information**

For more information on admissions, please contact Telford & Wrekin Council: http://www.telford.gov.uk/admissions