

# Admissions Policy

KTS Academy



<b>Approved by:</b>	Governors	<b>Date:</b> 11/01/2023
<b>Policy Author:</b>	Sarah Gunn	
<b>Last reviewed on:</b>	10/10/2025	
<b>Next review due b/y:</b>	October 2026	
<b>Review Frequency:</b>	Annually	

## **Introduction**

The purpose of this policy is to ensure that the KTS Academy fulfils its statutory obligations with regard to pupil admissions. KTS Academy is a special school whose requirements for the admission of pupils to the Academy are set out in Annexe B of the Funding Agreement 25<sup>th</sup> May 2012 v5.

KTS Academy is a special academy which caters for pupils aged 3 to 19. Places at KTS Academy are commissioned by Redcar and Cleveland Local Authority and currently provide 170 planned places (Deed of Variation of Funding Agreement November 2024).

Admission to KTS Academy is by way of an Education Health and Care plan.

The LA responsible for making the EHC Plan retains responsibility for securing the special educational provision specified in the EHC Plan and for deciding whether to name KTS Academy as the pupil's school, based on the individual needs of the child and any representations made by parent/carers or young person over compulsory school age and aged under 19.

As set out in Section 43 of the Children and Families Act 2014, the LA must name KTS Academy in an EHC Plan if requested by parent/carers, unless:

- It would be unsuitable for the age, ability, aptitude or SEN of the child or young person, or
- The attendance of the child or young person would be incompatible with the efficient education of others, or the efficient use of resources

The LA is required to consult with the academy and consider its comments very carefully before naming it in an EHC Plan.

Once the academy is named in an EHC Plan, the academy is under a legal duty to admit the child or young person. The Children and Families Act 2014 (Section 43).

The Local Authority is required to consult with KTS Academy prior to naming it in a child's EHC Plan. Once KTS Academy is named, the academy is under legal duty to admit the child. Students from other Local Authorities can be admitted above the Redcar and Cleveland commissioned places, via separate commissioning arrangements.

The academy has 15 calendar days from receipt of the consultation to respond, as required by the SEND Code of Practice: 0 to 25 years (January 2015, paragraph 9.79). If a child or young person moves into the area and has previously had specialist provision, then the LA will consult with the Academy. The admissions officer in the academy must consider each placement and whether the academy can meet the provision described within the EHC Plan and whether there is sufficient funding to meet their needs as described within the plan. Where there are concerns about whether the academy can fully meet needs, the admissions officer should meet the child in their current school setting before deciding.

## **Admissions coordinator**

The named admissions coordinator is Sarah Gunn, Headteacher.

## **Admissions Criteria**

KTS Academy ensures that special educational provision is made at the academy for one or more categories of SEND. These categories may include, but are not limited to:

- Profound and multiple learning difficulties
- Severe communication difficulties
- Severe learning difficulties
- Moderate learning difficulties
- Autism

The Academy may not refuse to admit a child whose EHC plan names the academy on the sole basis that some, or all, of the child's SEND do not feature in these categories. However, children are generally admitted to KTS Academy because they have a SEND need of Cognition and Learning plus one or more of the following areas.

- Communication and interaction
- Sensory and/or physical needs

Pupils will be admitted to KTS Academy where their learning difficulty presents the main barrier to learning, there is significant multi-professional evidence to that effect and the academy can meet the requirements as set out in the EHC Plan (as applicable). Where the child has other associated conditions or difficulties which are auxiliary to their difficulties in any one or more of the above areas, then their admission shall be reasonable. Where those other conditions or difficulties which are not associated with the above areas represent the main barrier to learning, then admission is not reasonable.

Admission is always to KTS Academy as a whole, not to an individual classroom or provision. Allocation to specific provision is decided on an individual basis by senior academy staff.

The academy will not agree to admission where admitting the child would be incompatible with the provision of efficient education for other children, and no reasonable steps can be made to secure compatibility. As set out in Section 43 of the Children and Families Act 2014, it would be unsuitable for the age, ability, aptitude or SEN of the child or young person, or the attendance of the child or young person would be incompatible with the efficient education of others, or the efficient use of resources.

This will apply in individual circumstances, following an assessment by the academy of potential impact of admission, and it will apply where the agreed and preferred planned number of students in any one class is exceeded. Those planned numbers will change depending on the needs of the current population. The number of full-time places as detailed in the deed of variation of the funding agreement November 2024 is 170.

KTS Academy will not accept an EHC Plan where it would be unsuitable for the age, ability, aptitude or special educational needs (SEN) of the child or young person or the attendance of the child or young person KTS Academy would be incompatible with the efficient education of others (i.e. the children and young people with whom the child or young person with an EHC plan will directly come into contact on a regular day-to-day basis) or the efficient use of resources. Efficient education

means providing for each child or young person a suitable, appropriate education in terms of their age, ability, aptitude and any special educational needs they may have.

### **Pupils without an EHCP Plan**

Pupils without an EHC Plan Only in exceptional circumstances will KTS Academy admit pupils who do not have an EHC Plan which names the academy. These circumstances are as follows:

- To be assessed for an EHC Plan with their agreement (in the case of a young person) or the agreement of their parent/carer (in the case of a child), the LA, the Trust and anyone providing advice for the assessment.
- An emergency placement following a change in circumstances with their agreement (in the case of a young person) or the agreement of their parent/carer (in the case of a child), the LA and the Academy.
- Where the Academy is directed to admit a child or young person by the Secretary of State, the First Tier Tribunal (Special Educational Needs and Disability) or the Upper Tribunal Administrative Appeals Chamber.

### **Admissions process Prior to a placement being confirmed:**

- Parent/carers are encouraged to make an informal visit to the academy. It is intended to provide the parent/carers with the necessary information required to make an informed choice regarding their child's placement.
- Parent/carers may request to visit the academy with or without their child, and have a tour of the academy. They may be accompanied by a key professional or a friend.
- Parent/carers may wish to indicate to their child's current school staff their views of KTS Academy as a suitable placement. The Local Authority also needs to be informed, usually through the Annual Review process.
- Consultation papers are sent from the local authority SEND team for consultation by KTS Academy.
- After consideration of the papers, KTS Academy will respond to the Local Authority or notify the Local Authority if they feel unable to meet the pupil's needs with clear reasons.

### **Once the KTS has been named**

- Once KTS Academy is named in an EHC Plan, the academy must admit the child or young person. An admission date and transition will be arranged. An admission date may depend upon the length of transition a pupil needs, transport being arranged and staff being appointed and trained if the pupil requires 1:1 and the staff require any specific training.
- KTS has a commitment to working with parent/carers to develop an individualised transition plan. Transition may include representation on behalf of KTS Academy at the child or young person's annual review meeting at their current setting, visits to their current school to observe and meet pupil and talk to staff and transition or stay and play visits to KTS Academy.

Where appropriate and in line with the child or young person's age and understanding, KTS Academy will seek the views of the child or young person during the admissions process and transition planning.

## **Appeals Process**

If parents/carers disagree with the LA's decision not to name KTS Academy in their child's EHC Plan, they have the right to appeal to the SEND Tribunal. Information about the appeals process is available from [Mediation, Tribunal and Making Complaints | Redcar & Cleveland: Information Directory](#) for Redcar and Cleveland or the relevant LA local offer website. Parent/carers can also request mediation before appealing.

## **Maximum Numbers**

The planned number of pupils that the academy may admit is determined in their Funding Agreement. A significant change is defined in the 2024 guidance as a change which may impact on the local school environment by creating, changing or removing the number and/or type of school places and/or where they are offered. In the context of special academies and RP/SEN units, key significant changes include:

- Increasing the planned number of pupils in a special academy by more than 20 pupils or more than 20% (whichever is smaller).

KTS Academy agrees the planned numbers for each academy each year alongside Redcar and Cleveland Local Authority.

This policy should be read in conjunction with the following policies and procedures as appropriate.

The Academy Funding Agreement [KTS Academy - Governance](#)

SEND Policy

## **Relevant Legislation:**

- Keeping Children Safe in Education (2025)
- SEND Code of Practice January 2015
- Equality Act 2010 - KTS Academy will make reasonable adjustments as required under the Equality Act 2010 to ensure that disabled pupils are not placed at a substantial disadvantage compared to their non-disabled peers.
- Data Protection Act 2018 - All information received during the admissions process will be handled in accordance with our Data Protection Policy and the Data Protection Act 2018. Information will only be shared with relevant professionals involved in assessing the suitability of the placement.

- DfE Academy Admission Guidance

<https://www.gov.uk/guidance/academyadmissions>

This policy will be regularly reviewed and amendments can only be made following the approval of the Governing Body

This policy should be read by all staff involved in admissions and transition arrangements.