

# Lansdowne Turney Federation

## Admission Arrangements

(Also on the School Website Welcome / About Us Pages)



**Adopted: July 2025**

**Review Date: July 2026**

Admission to Lansdowne or Turney School is through the appropriate Borough's SEND department. All students will need an Education, Health and Care Plan or Statement which identifies an autistic spectrum condition with associated learning difficulties within the designated 5 – 19 age range for Turney School and 11 – 18 age range for Lansdowne School. This is a document of entitlement, giving a description of your child's needs and the reasons for recommending a placement at Lansdowne School or Turney School

A parent/carer has the right to express a preference for their child to be educated at either School. Decisions about admissions are made in partnership with the appropriate Local Authority's SEND Department, parents/carers and other advisors. The school will try to be as helpful as possible to young people and their parents/carers, even when placement at either School is considered inappropriate.

As a parent/carer, it is likely that you will have been recommended to visit one or both of the schools. You are welcome to visit either school without a recommendation. Pupils are never taken on roll at either school without a referral from the Local Authority SEND Department managing your child's Education, Health and Care Plan.

Please contact the school to make an appointment for a visit, which will include a tour of the school with a member of the senior leadership team and the opportunity to ask questions.

When a letter requesting a place is received from the Local Authority, the school will contact you in order to make an appointment to visit, if this has not already taken place. Once a decision has been made to admit your child the school will contact you to make arrangements for your child's transition and start at School.

The process of admission is organised according to the individual needs of the pupil and may well vary from child to child.

**Lansdowne School or Turney School may or may not have prior paperwork or knowledge of the child:**

- Parents/Carers visit the school with or without their child meet a Senior Leader who will provide a tour of the school.
- Brief details will be taken on prospective pupil and any other relevant information.

**Consultation papers are received from a Local Authority's SEN Department by the Headteacher:**

- If the child's placement is inappropriate the papers are returned to SEN Department with an explanation.
- If a placement is considered appropriate the child will be invited to visit the school with parents/carers.
- Parents/Carers may be offered a place at the school

**Offering a Place:**

- All relevant staff are consulted and a date for admission set.
- Where appropriate, a planning meeting with a Senior Leader and key staff will be arranged.
- The Office Administrator will complete admission paperwork with parents/carers.

- Admissions usually take place at the start of the academic year unless places become available during the year

**Induction period:**

- The pupil may spend half days at the school for two weeks prior to full-time admission.
- Where appropriate, the pupil may also be admitted on a part time basis for longer.

**Policy History**

Date reviewed by governors	2 July 2025
Next review by governors	Summer 2026

Chair of Governors:

Signed:

Date: