

Marjory Kinnon School

Admissions Policy

November 2025



Marjory Kinnon School – Admissions Policy

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1. Introduction

Marjory Kinnon School is an all age special school for pupils aged 4-16 years.

2. Designated Capacity

The current designated capacity of the whole school (Reception to year 11) is 288 pupils.

3. Admissions Criteria

The admission procedures for special schools do not conform to the same enrolment and admission procedures applicable to mainstream schools.

- Children will have an Education, Health & Care Plan.
- Children will be aged between 5-16 years.
- The school caters for pupils with ASC barriers to learning and communication and significant language difficulties.
- Children's attainment is likely to be within Pre-key Stage Standards, P5-P8 but not the equivalent of P1- P4 engagement model.
- Children who show an interest in a variety of sensory and social experiences.
- Children who are learning to regulate and control their arousal levels.
- Children will be able to access a differentiated and adapted National curriculum.
- Education Psychology assessments will confirm the above criteria.
- The provision is not suitable for children who have been identified with Profound and Multiple Learning Disability (PMLD) and severe learning difficulties (SLD).
- The school cannot meet the needs of children who have social, emotional and mental health (SEMH) identified as a primary need or have high levels of emotional or behavioural difficulties that put the other vulnerable pupils at risk.
- Hounslow Local Authority will consult with the school before securing individual placements and the school will assess the child in their current placement and/or invite them in for a few days before a decision is made as to whether to name the school on an Education, Health & Care Plan.

Local Authorities have a responsibility to request a placement for a pupil in a special school. The procedures they are required to follow are detailed in the Special Educational Needs & Disability (SEND) Code of Practice. All placements at Marjory Kinnon are offered according to the criteria set out in the school and the London Borough of Hounslow's Local Offer (details on the Marjory Kinnon School website).

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Pupils can be admitted into Marjory Kinnon School at any time of the academic year if there are spaces in a particular class and year group. However, most admissions are in September.

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. Pupils with medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. The school works with parents and health care professions to ensure the needs of pupils are met. Pupils with more severe medical conditions will have an Individual Health Care Plan (IHCP) or Care Plan linked to their EHCP. The IHCP is written by a Health Care Professional and details the arrangements required to meet the medical needs of the child.

The Governing Body has delegated the responsibility for admissions to Marjory Kinnon School to the Headteacher with the following recommendations regarding placement:

- It must be appropriate to the pupil's age, ability and Special Educational Need (as set out in the admissions criteria above).
- The pupil's presenting Special Needs must be ASC barriers to learning and communication and language difficulties.
- It must be compatible with the interests of other young people already in the school.
- It must be an efficient use of available resources.
- There needs to be an available space in an age or pathways appropriate class.

4. Admissions Process

The LA sends a copy of the proposed EHCP as part of a consultation process to the Marjory Kinnon School Pupil Admissions Officer with supporting advice.

- The Headteacher makes a preliminary decision on the basis of the information and paperwork received from the LA and in light of the Governing Body recommendation as previously stated.
- If the Headteacher considers the paperwork to be in line with the school's admissions criteria, then the Headteacher or another senior leader will contact the existing provision to observe the child in situ or invite the pupil into Marjory Kinnon School on a short assessment placement (2 or 3 days).

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- Following the observation, the school will inform the London Borough of Hounslow (LBH) SEN Case Officer. The LBH SEN Case Officer will be asked to contact the parents/carers so they can come and visit the school.
- An appropriate member of staff will meet both pupil and parents/carers, show them around the school and answer any questions.
- The MKS Pupil Admissions Officer informs the LA of the school's decision regarding the admission of this pupil and the reasons which led to it.
- The LBH SEN Panel will make the final decision with regard to placement.
- Placements are not made by the Local Authority without the application and assessment process taking place.
- The LA may direct a placement in contradiction to the Headteacher's decision. In this situation the Headteacher may consult with the Governing Body, who will make a decision on whether to appeal to the LA. When a child is given a place at Marjory Kinnon School the LA will inform the child's family.
- If an offer is made and parents accept the offer, school staff will negotiate a start date with parents and will inform LBH SEN.
- Any query or complaint regarding admissions and decisions relating to admissions should be addressed to the relevant LBH SEN Case Officer.

Allocation of places at Marjory Kinnon in the case of oversubscription

The number of places available at Marjory Kinnon School is agreed annually with the Local Authority. It should be noted and understood that Marjory Kinnon has 2 pathways for young people with different kinds of special needs, and sometimes a young person's needs cannot be met in a specific vacancy that occurs. All applications to Marjory Kinnon will be carefully assessed to check that it would be an appropriate placement for them in terms of their identified special educational needs and whether the school can meet needs as outlined in the EHCP to ensure efficient use of the school's resources and to safeguard the delivery of education to other students.

If a place cannot be offered

This could be because:

- The pupil's needs cannot be met at the school.
- The school is oversubscribed in the classes that meet the pupil's needs.
- The pupil is not suitably placed in a SEND setting.

- The pupil may have extremely challenging social, emotional and mental health (SEMH) behaviour that presents as a serious risk to the health and safety of the other vulnerable pupils. An example of this could be a child not being able to access learning in a classroom setting and unable to settle in a classroom environment so that other vulnerable pupils are severely affected and it becomes a detriment to their learning.

If any of the above apply, the pupil will be referred back to the LBH SEN Panel for further discussion.

5. Transition Arrangements

Transition arrangements for those young people transferring to Marjory Kinnon at the beginning of the school year are as follows:

- The school holds a meeting for parents during the summer term before they are admitted at Marjory Kinnon.
- Marjory Kinnon staff liaise closely with the young person's previous school to ensure a smooth transition.
- The young person will be given the opportunity to make preliminary visits to school.
- A young person admitted to the school mid-year will have individual arrangements made to ensure preparations for transfer to Marjory Kinnon are in place.

Parent Admission responsibilities

All parents are asked to complete pupil information documents. This includes all medical and dietary needs and other crucial support information for the child. If a young person has medical care needs which necessitate that medication needs to be administered during school hours a Health Care Plan will need to be prepared before they can begin attending school. If a place has been offered with conditions of additional resources a start date will not be set until the additional resources have been allocated to the school and have actually been provided.

Parents should note that school transport is not arranged by the school. Parents need to make a separate application to the LA Travel Assistance Department. A delay in transport being arranged should not delay a pupil attending school from the identified start date.

Parents have a duty to ensure that their children of compulsory school age are receiving suitable full-time education. Some parents may elect to educate their children at home but there are conditions that must be met and additional requirements for children with an EHCP.

6. Children Missing from Education (CME)

Children missing from education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing from education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

Statutory duties and responsibilities are required of: the school, the Local Authority and parents/carers, as determined by the Education Act and the 2016 Department for Education (DfE) Children Missing in Education guidance.

Please refer to the Children missing from education guidance:

<https://www.gov.uk/government/publications/children-missing-education>

Local Authority

The LA should have robust policies and procedures in place to enable them to meet their duty in relation to these children, including ensuring that there are effective tracking and enquiry systems in place, and appointing a named person to whom schools and other agencies can make referrals about children who are missing education. At the London Borough of Hounslow, the named person responsible is: Sara Houmou (Telephone: 020 8583 3381, Email: cme@hounslow.gov.uk).

7. General Interest Visits

The school operates interest visits in the Summer Term mainly when most transitions are being planned for September.

Student/Parent Visits

Prospective parents may visit the school either with or without their child. The school arranges 'prospective parents' afternoons in preparation for the main intake panels to Reception and Year 7 in the Summer Term when new places are confirmed by LBH SEN.

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Visits will also be arranged for parents where we have received an application for a child where there is a vacancy, and it appears in reading the application documents that a place in Marjory Kinnon school may be appropriate, as part of the assessment process.

8. School Responsibilities

The school must enter pupils on the admission register from the date that the school has accepted the child will attend the school. If a pupil fails to attend on the agreed date, the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity.

Schools must monitor pupils' attendance through their daily register in line with their Attendance Policy. Schools should monitor attendance closely and address poor or irregular attendance. It is important that pupils' poor attendance is referred to the Local Authority.

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register. Prior to removing a child from the register both the Local Authority and school will make attempts to establish the child's whereabouts and reason for absence.

9. References

SEND Code of Practice:

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

School Admissions Code (Updated 11 March 2022):

<https://www.gov.uk/government/publications/school-admissions-code--2>

School Admissions Appeals Code (Updated: 20 January 2023):

<https://www.gov.uk/government/publications/school-admissions-appeals-code>

Section 88 of School Standards & Framework Act 1998 (SSFA 1998):

<https://www.legislation.gov.uk/ukpga/1998/31/contents>

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Children and Families Act 2014:

<http://www.legislation.gov.uk/ukpga/2014/6/contents/enacted>

Keeping Children Safe in Education:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Children Missing from Education August 2024 Guidance:

<https://www.gov.uk/government/publications/children-missing-education>

Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement (August 2024):

<https://www.gov.uk/government/publications/school-exclusion>