



Admissions Policy

Last Reviewed Date:	17/09/2024	Reviewed:	28/07/2025
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Headteacher:		Date:	11/09/2025
Chair of Governors:		Date:	06/10/2025

Date of Next Review:	September 2026
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**C O N T E N T S**

1	Admissions Policy
2	Preliminary Visits to the School
3	Request from Hertfordshire County Council for a placement at the school.
4	Arrangements for Admission



1. Admissions Policy

An Admissions policy is required under Education Act 1986, ERA 1988 Section 22 -29, 31 -2 and Circulars 11/88, 6/93 and the DFEE Code of Practice.

Amwell View School is a special school maintained by the Hertfordshire County Council. The Governing Body will follow the admissions policy published by the Hertfordshire County Council.

The Published Admission Number (PAN) for the school is 195. The PAN is the maximum number of pupils that the admission authority will admit to the school.

All pupils joining the school will have been referred by the Hertfordshire Local Authority. In considering a pupil for admission, the following will be taken into account.

- Vacancies within the school's planned places and capacity
- a vacancy in a class where the child's needs can be met, appropriate to the age of the child
- the school's equal opportunity policy with reference to gender, race and creed.

Amwell View School accepts pupils from the age of two. Pupils can be admitted on a part-time basis until they reach compulsory school age. Students remain at the school until aged 19 usually leaving at the end of the summer term.

2. Preliminary Visits to the School

The admission process for pupils to attend this school is through an appointment system. The parents/guardians are invited into the school to meet with the Headteacher who will take them round the school to see the pupils and staff and view the schools resources.

Parents will be made aware of the LA's transport policy, which may be significant if the child lives outside the catchment area designated by the LA. This is an informal meeting with no obligation on either party to commit themselves to a decision.

3. Request from Hertfordshire County Council for a placement at the school.

A written request enclosing the Education Health Care Plan (or draft if it has not been finalised) is sent to the school by the LA with a formal consultation. Parents and the prospective child will be informed of the class, which can meet the needs and wherever possible, will visit the class and meet class staff.

4. Arrangements for Admission

Nearer the date of admission to Amwell View School, arrangements will be made for parents to meet the relevant class teacher and school nurse. Parents will be sent a welcome email through Arbor, which will ask them to finish setting up the Parent Portal Account, important data will be gathered for the school e.g. information regarding the young person, priority contacts, medical and feeding information, photographic consent and a questionnaire on ethnic origins. Within the Arbor Parent Portal parents will also be asked to read and confirm they understand information regarding uniform, the General Data Protection Regulations and the Data Protection Act 2018, and complete any consent forms required e.g. photographic consent. Parents are encouraged to visit the school website to seek further information. Parents will be advised on how to apply for transport to and from school.