

Admissions Policy

Date: March 2026

Review Date: March 2027

Policy Scope and Accountability

Introduction

Springhead School is designed to meet the needs of children and young people with an Education, Health and Care Plan (EHCP) with a range of special educational needs aged 2 – 19 years.

Aims

This policy is to clarify the admission procedure for interested parties.

Procedures

- Admissions to Springhead are through the North Yorkshire SEND Placement Panel – the placing authority. [School admissions | North Yorkshire County Council](#). The school does not admit pupils directly.
- The pupils who attend Springhead will have an Education Health and Care Plan (EHCP) which identifies Springhead as the school that can best meet the child or young person's needs.
- Any parents/carers or professionals wishing to pursue a place for a child at Springhead are encouraged to talk to the Senior Leadership team on either our main site for Early Years, Primary or Secondary or our Sixth Form site for Post 16 provision and visit our school website. We welcome visits from prospective parents and carers. Please contact us to arrange to come and look at the school, our provision and discuss your child or young person's need. We look forward to meeting you and working in partnership with you.

Roles and Responsibilities

- The **Local Authority** (LA) will request placements for pupils at Springhead
- The **Senior Leadership** will do a full review on placement requests and comply with appropriate time scales on suitability of placement
- **Headteacher** will liaise with governors
- **Headteacher** informs LA decision on placement.