

LPW School Admissions Policy November 2025

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1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

3. Definitions

Looked-after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How admission to LPW School works

LPW School is a full time Alternative Learning Provision for young people aged 14 – 16 that have become disengaged from their mainstream schooling.

Admission to the school comes by three possible routes:

- Referral from the local authority via the Bristol Fair Access Panel. This panel meets each week and involves school leaders from across Bristol. Student information and circumstances are discussed and appropriate places are voted on by all members of the panel. Where LPW is deemed to be the most appropriate setting, the local authority subsidises the cost of a placement.
- Direct referrals. Schools are able to refer students directly to LPW School or through Surgery. They must complete a referral form and in addition the following needs to be completed and approved prior to the young person being approved to start:
 - A contextual risk assessment;
 - A school visit; ○ A home visit and completion of school paperwork.The cost of direct referrals is met in full by the referring school.
- SEND consults. Any young person with an Education Health Care Plan (EHCP) needs to come via a consult approach. The Local Authority's SEN team must send a consult for LPW School's

SENCo and Headteacher to review and decide whether or not we are able to meet the young person's need. At this point additional funding, in addition to the core cost, will need to be agreed before a placement is agreed.

All young people will initially join the school on a dual-registration basis for a period of 6 – 8 weeks (except where LPW is names on an EHCP or the young person has been missing in education or not on roll at another school). This is to allow us to work with the young person and their family to ensure we are the most appropriate provision and can fully meet their needs. In rare instances where we feel we are not a suitable provision the young person will return to their previous setting. In some cases this period of dual-registration may be extended. This may be for reasons including low attendance, safeguarding concerns and the timeframe being interrupted by lengthy school holidays.

Parents/carers will sign a consent form agreeing for the young person to attend and schools will be requested to send each young person's school file (including any safeguarding information) to us. Referring schools will then be sent a letter informing them a young person can be removed from roll.

This process is set out detail in a flow chart in Annex 1.

5. Allocation of places

5.1 Admission number

The school has an agreed admission number of 50 students for entry in Year 10 or 11 (or Year 9 in term 6).

5.2 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school.

5.3 Fair Access Protocol

We participate in Bristol's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

6. Monitoring arrangements

This policy will be reviewed and approved by the school's governing body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

Annex 1

