

# Alfreton Park School



## Admissions Policy

Date	Review Date	Headteacher's Signature
January 2026	January 2027	<i>J O'Donnell</i>
Governors minute number:		

Chair of Governors: John Glasby  
Headteacher: Josie O'Donnell  
Deputy Headteacher: Emma Durham

Alfreton Park School is a Derbyshire Local Authority (LA) day special school for pupils with severe, profound and complex learning difficulties.

The LA is the admitting authority and takes the decision to place following consultations with the Governing Body (delegated to the headteacher).

The following criteria for admission apply:

- The pupil's principal need will be Severe or Profound and Complex learning difficulties, possibly with autism, although it is recognised that there will be other associated educational needs.
- The pupil will be working significantly (a minimum of 4 years) below age related expectations.
- All pupils admitted will have an Education Health and Care Plan (EHCP).
- The school can cater for pupils age 2 to 19.
- Pupils can be admitted at any key stage providing there is space in the appropriate class and that the balance of the group can be maintained.
- The needs of the pupil will be considered alongside the needs of the whole school population, the skills of the staff and the ability of the school to meet the pupils' needs. We cannot meet the needs of pupils with extremely challenging behaviour or those for whom SEMH is the primary need.
- Admission will depend upon the number of places available and the type of place required. A balanced intake is necessary to maintain continuity and progression and to continue to provide high quality education.
- The Derbyshire Local Authority will deal with applications from within the authority. For other local authorities who seek to place a student e.g. Nottinghamshire and Derby City, Alfreton Park School will provide the same information, and will also copy correspondence to Derbyshire LA as a matter of courtesy.

## **The Admission Process**

- When the need for a place has been identified, the LA may ask parents to contact the school to request a look around the facilities. School will inform parents of their open afternoons and tour dates.
- Parents need to contact the LA to request a place at the school. If in a mainstream setting with an existing EHCP, this can be done through the annual review process.
- The Local Authority will consult with the Governing Board before making a placement decision. The Governing Board have delegated the power to consult on placements to the Headteacher.
- The final offer of a place will be made by the LA, having considered the information provided by the school.

- School may contact previous educational establishments and professionals involved with each pupil and visit the pupil in their current placement if practicable.
- Transition arrangements will be made as necessary.
- Our family support worker will make a home visit prior to admission. Any further meetings with other specialists (school nurse etc.) will be arranged following this where necessary.

### **The Right to Appeal**

Parents/Carers have the right to appeal the decision of the LA and this appeal should be made directly to the LA.

Support and advice are available from the Derbyshire Information Advice and Support Service for SEND:

[www.derbyshireiass.co.uk](http://www.derbyshireiass.co.uk) Tel: 01629 533688 email: [ias.service@derbyshire.gov.uk](mailto:ias.service@derbyshire.gov.uk)

### **Guidance for parents/carers visiting school with a view to placement.**

Visit to the school can be arranged through contacting Kim Knowles – PA to Headteacher on the number above. We have set tour dates across the year and you will be invited to one that is mutually suitable.

***Admissions and transfers are decided by the Local Authority, not the school, and they act on information received through an initial statutory assessment and/or an annual review of an EHCP.***

### **The Admission Process**

- Parents should consult the Local Offer:  
<https://localoffer.derbyshire.gov.uk/#!/directory/suggestions>
- and /or the Derbyshire Information, Advice and Support Service for SEND -  
[www.derbyshireiass.co.uk](http://www.derbyshireiass.co.uk) Tel: 01629 533688 email: [ias.service@derbyshire.gov.uk](mailto:ias.service@derbyshire.gov.uk)
- The LA will ask parents to visit the school or parents may arrange a visit independently (see above)
- Pupils and their parents/ carers should visit the school as part of the process of identifying needs and accessing suitability for a place.
- Parents may request a place at Alfreton Park School. You should contact the local authority as follows:  
email: [sen.admin@derbyshire.gov.uk](mailto:sen.admin@derbyshire.gov.uk)  
Special Needs Section  
Children and Younger Adults  
County Hall  
Matlock

Derbyshire  
DE4 3AG

Or your local MAT (Multi Agency Team) Lead SEND Officer – information should be available from your child's EHC plan.

- School will contact previous educational establishments and professionals involved with each pupil and visit the pupil in their current placement if practicable.
- Transition arrangements will be made as necessary.
- Parents will be offered an informal home visit from a member of school staff, to gather child or young person's specific information.
- The school nurse will communicate with parents/carers prior to admission to assess pupil's medical needs and a multi-professional assessment arranged if necessary.
- The offer of a place will be made by the LA, not the school, having considered the information provided by the school.