



The Beeches Independent School

Independent School Admissions Policy

Signed by:

Headteacher

Date: 29.09.2025

Date: 29.09.2025

Contents:

[Statement of intent](#)

1. [Legal framework](#)
2. [Roles and responsibilities](#)
3. [Admissions procedure](#)
4. [The admissions register](#)
5. [Monitoring and review](#)

Statement of intent

A pupil's education is one of the most important parts of their life, and at The Beeches Independent Special School we endeavour to ensure all pupils have access to a robust and well-rounded curriculum. This policy outlines the school's procedures for admissions. The process is fair and in-keeping with the school's obligations under the Equality Act 2010 and the Education Act 1996. The school promises to provide all admitted pupils with a safe environment to learn and develop.

1. Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Education Act 1996
- The Education (Independent School Standards) Regulations 2014
- The Education (Pupil Registration) (England) Regulations 2006
- Equality Act 2010
- Robert Long (2019) 'Independent Schools (England) (Briefing Paper)'
- DfE 'The Independent Schools Standards'

This policy operates in conjunction with the following school policies:

- Attendance and Absence Policy
- Records Management Policy
- Equal Information and Objectives Statement
- Data Protection Policy
- Complaints Procedures Policy

2. Roles and responsibilities

The school is the admissions authority and is responsible for establishing fair admissions arrangements for potential pupils which are in line with the Equality Act 2010.

The proprietor body is responsible for:

- Ensuring there is a robust appeals procedure in place, in the event of a parent appealing the decision to not offer their child a place at the school.
- Ensuring that all provisions are fair and do not discriminate against any protected characteristic.
- Ensuring any appeals made on the grounds of discrimination against disability will be handled by a tribunal.

The headteacher is responsible for:

- Collaborating with the proprietor of the school to agree on set admissions arrangements for the school.
- Establishing the admissions arrangements for the school within this policy.
- Ensuring this policy is approved by the proprietor before being circulated to key stakeholders.

3. Admissions procedure

All applications to the school will be made via the Local authority and will have an ECHP.

Any questions for admissions process in general will be answered by the headteacher, who can be contacted on 01733 215204.

The school reserves the right to withdraw an application at any stage if the application is fraudulent or misleading.

The school will ensure children with SEND are supported. The school puts in place reasonable adjustments where necessary to accommodate for children's additional needs throughout the application process. If the school believes it cannot provide a child with sufficient support, their application for a place at the school may be denied. This is with the child's best interests in mind, and the school will communicate any grounds for rejection with appropriate people.

Any parent/carer who wishes to complain about an admissions decision may do so in line with the school's Complaints Procedures Policy.

4. The admissions register

The school will keep up-to-date admissions register of pupils in attendance at the school.

The admissions register will be stored in line with the school's Records Management Policy.

5. Monitoring and review

This policy will be updated annually by the headteacher.

All changes to the policy will be communicated with all relevant stakeholders.

.