

Admissions Policy

Reviewed:	January 2026
Adopted by:	Full Governing Body 12 th March 2026
Next review due:	Spring term 2027



Admissions Policy

Introduction

At Kings Mill we believe in working in partnership with the East Riding of Yorkshire, Special Needs and Disabilities assessment review team (SENDART) and in accordance with their Special School Admissions Procedures, relevant legislation regulations and guidance.

We ensure that children and young people will have access to the most appropriate education and short break provision suited to their individual need.

More information can be found at www.eastridinglocaloffer.org.uk. A link to this page can also be found on the front page of the school website, www.kingsmillschool.co.uk.

Current Arrangements

The school caters for children and young people from the age of two to nineteen year olds. Our school provides a quality inclusive education for pupils with a variety of learning difficulties; profound and multiple learning difficulties, severe learning difficulties, complex medical needs and autistic spectrum disorder.

Placements at the school are determined by the local authority in consultation with the parents and following reports from other agencies and discussions with the school.

The residence provides short break provision for young people, currently on the Kings Mill School role, aged eight to eighteen years. In exceptional circumstances, young people may continue to access the Residence post 18 if they are on the school roll and this is part of a transition plan to adult services.

Placement at the residence is determined by a panel of representatives from agencies and in conjunction with the local authority policy following the completion of a social care core assessment which highlights the need for an overnight short break. Any request for an overnight short break would not be considered until the pupil is eight years old unless there are exceptional circumstances.

The local authority oversees all applications and determines which pupils are most suitable for placement, in agreement with the school. There is an appeal process for families who make an unsuccessful bid for a place at the school for their child.

Education Health Care Plans

Children who are likely to need a special school place will normally be known to the Local Authority SEND department and have an Education, Health and Care Plan or will be undergoing assessment to formulate an Education Health Care Plan. Assessment places might be offered to children under 5 with complex needs or when immediate support is needed for a child following a sudden onset or deterioration of the child's difficulties.

Out of county placements

Applications for the admission of children who live outside the catchment area of the school will be considered by the local authority working with the school to ascertain if the school can meet the child's needs, availability of places, transport decisions and efficient use of resources.

Visits

The school encourages visits for parents of children who are considering a special school placement. Visiting days are on pre-arranged set days during the academic year when parents will be able to view the school and facilities. These visits are co-ordinated by our Home School Liaison Co-ordinator. A timetable of visits can be viewed on the school website, under the admissions tab. Numbers are limited therefore it is necessary to contact the school prior to visiting to book an appointment.

Transition

A school representative will undertake a visit to the pupil's current school and/or a home visit to gather information and formulate a transition plan.

During the summer term all new starters to the school are invited to join their new class for the day. For some pupils this could be multiple visits.

Parents are encouraged to visit providing an opportunity to meet staff and complete admission forms, share medical information and order school uniform. They will be introduced to our Home School Liaison Coordinator who plays a significant role in this partnership. This contact day is designed to encourage a successful and positive working partnership between home and school.

Contact Details

Kings Mill School: 01377 253375 (8:30am to 4pm)
Residence: 01377 253375, option 2 (24 hrs Monday – Friday)
Email: kingsmill.specialschool@eastriding.gov.uk

East Riding of Yorkshire Council SENDART team: 01482 394000.
Email: send.enquiries@eastriding.gov.uk

Children's Commissioning Team: Telephone 01482 396691

Record of review/amendment

Review Date:	18 th January 2024	Page No (Other info):	1
Original:	www.eastridinglocaloffer.org.uk/education		
Amendment:	www.eastridinglocaloffer.org.uk . A link to this page can also be found on the front page of the school website, www.kingsmillschool.co.uk		

Review Date:	Spring 2025	Page No (Other info):	2
Original:			
Amendment:	Added hours School and Residence offices are maned. Added telephone numbers for SEND team and Children's commissioning team		

Review Date:	Spring 2026	Page No (Other info):	2
Original:	Local authority		
Amendment:	Special Needs and Disabilities assessment review team (SENDART) Added text 'In exceptional circumstances' to third paragraph under current arrangements. Added text 'Social care' core assessment to fourth paragraph under current arrangements. Added email address for SENDART team to contact details		