



FOUNTAINS

PRIMARY SCHOOL

Always achieving our potential

Admissions Policy

Written: September 2025

To be reviewed: May 2026

Policy Owner: Mrs Nicola Price (Headteacher) September 2025

Ratified: Governing Body – October 2025



Context

The Fountains Primary School caters for pupils with a range of Special Educational Needs and Disabilities age 2-11. This year Fountains Primary School has a Published Admission Number (PAN) of 199 from September 2025. Oversubscription of pupils is, on occasions, allowed as determined by the Headteacher who will take into account the individual needs of the child and whether their admission would have an adverse effect on the education of the other children already in the school. As Fountains Primary is a Special School we are not bound by the Schools Admissions Code 2021 (DfE)

Criteria

To be considered for admission, pupils will be undergoing an assessment for or have an Education Health and Care Plan which identifies their needs as:

- a) Communication and Interaction
- b) Cognition and Learning
- c) Social, Emotional and Mental Health
- d) Sensory/Physical Health

Children often have a secondary need, which identifies them as having complex needs, example of this are:

- Severe/Mild/Moderate/Profound learning difficulties
- A diagnosis of Autism or other spectrum disorders
- A chromosomal syndrome
- Highly complex medical needs such as epilepsy

All students who attend the Fountains Primary School have a learning disability

Admission Procedures

Stage 1: The child may be in a mainstream setting/nursey setting/ home with a parent and be identified as having a particular need. At this point the Class teacher, nursey worker/ parent or carer may seek advice from the Early Years/Nursery/Mainstream School SENCO.

Stage 2: The SENCO/ Early Years SENCO/Nursery SENCO/ Health visitor will then take responsibility for gathering information and for co-ordinating the child's provision, working with the child's teachers or referring them to a variety of professionals. If a child is not of statutory school age they may be referred to Early Years Forum.



Stage 3: The SENCO/ Early Years SENCO/Nursery SENCO/ Health visitor at this stage will decide what extra support the child may need. A number of professionals may be involved in assessing all aspects of the child development. A Graduated response will be followed by the setting to inform further decision making decisions.

Stage 4: When all evidence is presented, a request is made to the Local Authority (LA) to start a statutory assessment for an Education, Care and Health Plan (EHCP). If the LA consider the need for an EHCP, this will be formulated with all stakeholders around the child.

Stage 5: The parents/carers of the child will then name a setting that they feel is appropriate for their child.

Stage 6: The request for placement is agreed by the Local Authority and the Headteacher who will liaise with the child's LA over placement of the child and the top up funding to be allocated* Consideration will also be made regarding the schools PAN and how the admission may be 'incompatible with the efficient education of others' with supporting evidence of incompatibility.

Stage 7a: If agreement is made to admit the child the LA will be advised of an admission date and this will be communicated to parents via the LA. This plan is then monitored and review this annually.

Stage 7b: If the request to admit is refused by either or both the LA and Headteacher. In this instance the child's parents/carers are able to appeal this decision. For more information on the appeals process please follow <https://www.gov.uk/schools-admissions/appealing-a-schools-decision>

**From March 14th 2023 the Day Education banding Level has replaced the Matrix top ups for all new admissions into school and for existing Staffordshire pupils whose plans are due to change following a review.*

From July 2023 this was paused due to an overspend on this system and new pupils admitted to school were then put onto a matrix funding system.

From September 2023, new (and existing pupils whose EHCPs were being amended due to any changes needed or because the child was transitioning to a new key stage, was also given a matrix, (even though an Education Day Banding Level was only just given). This process is still in place and there are currently no plans to return to an Education Day Banding Level for all pupils.

Please see Appendix 1 for the School specific levels for Fountains Primary School from April 2025 for the banding levels and Matrix top ups.

Appendix 1

Day Education Banding Level

Level 1:

Level 2: £385

Level 3: £687

Level 4: £1,189

Level 5a: £1,692

Level 5b: £2,194

Level 5c: £2,697

Level 6a: £3,199

Level 6b: £3,702

Level 6c: £4,204

Level 7a: £4,958

Level 7b: £5,712

Level 7c: £6,465

Level 8a: £7,722

Level 8b: £8,978

Level 8c: £10,234

Level 9a: £12,244

Level 9b: £14,757

Level 9c: £18,274

Level 10a: £21,792

Level 10b: £25,309

Level 10c: £28,827

Level 10d: £32,344

Level 10e: £35,862

Day Matrix Top up Level

Matrix 1: £1,058

Matrix 2: £2,513

Matrix 3: £9,452

Early Years Top up: £2,455

Flow Chart Demonstrating the Admission Procedure once EHCP is in place

