HERITAGE HOUSE SCHOOL

ADMISSIONS POLICY

Approved by:	[FGB]	**Date:** [14.09.26]
Last reviewed on:	[September 2026]	
Next review due by:	[September 2027]	

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1. School Provision

Heritage House school is a maintained community special school, for which Buckinghamshire Council is the admitting authority.

Learners are neurodiverse with severe, profound and complex disabilities.

The provision is a Community Special School, and it is expected that the catchment area will primarily be the Chesham area. Learners from other areas will be considered upon request by Buckinghamshire Local Authority.

2. Entry Criteria

A child or young person is eligible to be considered for placement if they meet the following criteria:

- If they have an Education & Healthcare Plan or in exceptional circumstances a Statutory Assessment is under way and the learner has been referred to the school by the Local Authority.
- The child or young person is aged 2 – 19 years old.
- The school is able to meet the child's needs academically, socially and medically.

Heritage House School does not cater for learners whose cognition lies within the mainstream range and whose primary need is their emotional and behavioural difficulties.

Learners will be admitted:

- with due regard to our legal responsibilities, the SEN Code of Practice, GDPR, data protection and the constraints set out by the Local Authority (e.g. Admissions Criteria and County Transport Policy).
- after due consideration of the referral papers by the Admissions Officer, head teacher, deputy head and, where appropriate, teaching staff and governors and if there are places available within the agreed place number or physical capacity set by the Local Authority

3. Procedure for Placement

The admitting authority for special schools is Buckinghamshire Local Authority and all requests for placement at Heritage House School will be considered by the local authority's provision panel.

If the panel considers that the child meets the criteria for a place, consultation will take place with the nearest appropriate provision to the home address that has an available place. Should parents state a preference for a place which is not at the nearest available school, parents would be responsible for the home to school transport if a place is allocated at their preferred school.

The school being consulted will respond directly to the Local Authority indicating if they feel that they can meet the learners needs as per schedule 27. Schedule 27 of the Education Act 1996 requires the Local Authority to comply with parental preference unless:

• The school is unsuitable to the child's age, ability, aptitude or special educational needs

• The placement would be incompatible with the efficient education of other children with whom the child would be educated

• The placement would be incompatible with the efficient use of resources

In consideration of a parental request for a placement the Local Authority must consider the entry criteria detailed above.

The admission process will:

• be clearly outlined to prospective parents / carers, which may include making opportunities for learners and parents / carers to visit to support them in making an informed decision.

• be handled as sensitively as possible, taking into account both the needs of the learner and their family

• begin to establish the partnership with parents / carers and clarify expectations

• facilitate the exchange of information and ideas between home and school through preadmission meetings

• enable parents / carers to become confident partners in their child's education

• be sensitive to the needs of other learners in the class and the resources available

• include close liaison with current schools/ settings where appropriate

• Include liaison with the external agencies involved with the learner as appropriate (e.g. SALT, EP, Social Care, OT) and Outreach, where involved

4. Allocation of places

Admission number

The school has an agreed admission number of 145 learners.

For the current academic year 2026-2027

Early Years (Nursery and Reception): This key stage is full

Key stage 1: This key stage in full

Key stage 2: This key stage is full

Key stage 3: This key stage is full

Key stage 4: This key stage is full

Key stage 5: This key stage is full

5. Appeals

If you are not in agreement with the content of your child's EHCP, including the naming of the placement in Section I, you should contact your EHC Coordinator.

Should you still be unhappy with the decision, you have the right to appeal to the SEND Tribunal (SENDIST). SENDIST is an independent First-Tier Tribunal who hear and decide parents' appeals against the decisions of the Local Authority in relation to special educational needs.

6. Monitoring arrangements

This policy will be reviewed and approved by the governing board every year.