


The Bayleaf Hub **Admissions Policy**

Approved By	
Date of Publication	September 2025
Next Review Date	September 2026

1. Statement of Principle

The Bayleaf Hub is fully committed to promoting the educational achievement, welfare and well-being of **Looked After Children (LAC)**. In line with national legislation and statutory guidance, the school recognises that these children are among the most vulnerable and therefore gives them the **highest priority for admission**, where the school is able to meet their assessed special educational needs.

2. Legal and Statutory Framework

This policy is informed by, and complies with, the following legislation and guidance:

- The **Children Act 1989** and **Children and Families Act 2014**
- The **School Admissions Code** (latest edition)
- The **Special Educational Needs and Disability (SEND) Code of Practice: 0–25 years**
- The **Education Act 1996**
- Statutory guidance on **Promoting the Education of Looked After Children**

3. Definition of Looked After Children

For the purposes of this policy:

- A **Looked After Child** is a child who is:
 - In the care of a local authority, or
 - Being provided with accommodation by a local authority in the exercise of its social services functions.
- A **Previously Looked After Child** is one who was previously looked after but is now subject to:
 - An adoption order
 - A special guardianship order
 - A child arrangements order

4. Admission Priority

Looked After Children and Previously Looked After Children will be given **highest priority for admission** to the school, in accordance with the School Admissions Code, **provided that**:

- The Bayleaf Hub is named in the child's **Education, Health and Care Plan (EHCP)**, or

- The local authority determines that the school is able to meet the child's special educational needs.

This priority applies regardless of the school's current number on roll.

5. Admission Process

1. Admissions for Looked After Children are normally managed through the **local authority SEND team**, in consultation with:
 - The Virtual School Head
 - The child's social worker
 - The child's carers (where appropriate)
 - Bayleaf Care Referrals Manager
2. The school will:
 - Respond promptly to consultation requests
 - Provide clear information about its provision and capacity
 - Actively cooperate with placement planning to avoid unnecessary delay
3. Where a placement is agreed, the school will work flexibly to support a **timely admission**, recognising the importance of stability for the child.

6. Oversubscription

If the school is oversubscribed, priority will be given in the following order:

1. Looked After Children and Previously Looked After Children with an EHCP naming the school
2. Other children with an EHCP naming the school, in accordance with the school's wider admissions criteria

7. Fair Access and Inclusion

The Bayleaf Hub will not refuse admission to a Looked After Child on the basis of:

- Previous behaviour
- Placement instability
- Additional support needs linked to trauma or attachment

Reasonable adjustments and appropriate support will be put in place to ensure the child's successful inclusion.

8. Transition and Induction

The school recognises the importance of careful transition arrangements for Looked After Children and will:

- Offer enhanced transition planning where required
- Liaise closely with our residential home team, carers, social workers and other professionals
- Ensure key staff are informed of the child's needs, while maintaining confidentiality

9. Monitoring and Review



The governing body will monitor the implementation of this policy and review it regularly to ensure continued compliance with statutory requirements and best practice.