



St George's
School Edgbaston

ADMISSIONS POLICY: STUDENTS WITH EDUCATION AND HEALTH CARE PLANS (EHCPs)

Revised: January 2026



Policy Purpose and Aims

At St George's School Edgbaston, we are committed to providing an inclusive and supportive learning environment for all students. This Admissions Policy outlines our approach to admitting students with Education and Health Care Plans (EHCPs). Our goal is to ensure that every child, regardless of their individual needs, has access to a high-quality education that promotes their academic, social, and emotional development. This policy details the procedures and criteria for admission and our commitment to working collaboratively with parents, carers, and external agencies to meet the needs of each student.

Admissions Arrangements for Children with EHCPs

St George's School Edgbaston welcomes children and young people with EHCPs and is committed to providing an inclusive and supportive admissions process. We do not discriminate on the grounds of disability and make reasonable adjustments to remove barriers to admission and participation. Our arrangements are flexible and responsive to individual needs.

Initial Enquiries and Information

The SEND Information Report and SEND Policy, available on the school website or by request, provide detailed information about our EHCP provision. Prospective families are invited to attend Open Days and individual tours, where members of the Inclusion Department are available to answer queries. While pre-entry access to our SENDCo (Special Educational Needs and Disabilities Coordinator) is limited, the Admissions Team can support with initial questions.

Application and Consultation

Applications for students with an EHCP must be made via the local authority (LA). Parents / carers should inform their LA of their preference for St George's School Edgbaston and request that the LA consults with us regarding placement. The LA will send consultation documents (including the latest EHCP, annual review notes, IEPs, and professional reports) to the school. Parents / carers should ensure these documents are current and comprehensive to avoid delays.

Assessment and Information Gathering

The SENDCo and relevant staff review consultation documents to understand the child's needs, strengths, and required provision (with particular attention to Section F of the EHCP). The SENDCo may liaise with the child's current setting and external professionals and may arrange to observe the child in their current environment.

Entrance Assessments

Children with an EHCP are exempt from taking the school Entrance Exam. We understand that the application process is already challenging and recognise the significant anxiety that an entrance exam might cause for a child with an EHCP. Instead, we assess all students, including those with an EHCP, using our screener assessment when they start with us. This provides us with the necessary information to tailor our provision accordingly. The information we require regarding cognition and learning skills is usually well documented within the EHCP.

Decision-Making and Admissions Panel

All applications are considered by the Admissions Panel, which includes members of the Inclusion Department and Senior Leadership Team. Decisions are based on the information gathered from consultation documents and liaison with current settings. If the school can meet the child's needs, a placement offer and associated costs are sent to the LA. If the school cannot meet the needs, this is communicated to the LA and they communicate this decision to parents / carers.

Funding and Parental Contributions

The LA funds school fees and, where agreed, additional support / provision as specified in the EHCP. Parents / carers are responsible for costs not covered by the LA, such as lunches, uniform, trips, insurance, and other sundries. Any additional fees required for provision beyond the school's core offer will be discussed in advance.

Transition Arrangements

Once placement is agreed, the school will work with parents / carers, the current setting, external professionals, and the LA to plan a high-quality transition. Phased transitions can be arranged where appropriate, but the aim is for full-time attendance as soon as possible. The school does not offer home tuition or online learning as part of transition.

Progression Through the School

There is no automatic transfer between phases (e.g. from Prep to Senior, or Senior to Sixth Form). At each transition, the LA must consult with the school, and the admissions process is repeated.

Entry to Sixth Form to study Advanced Level (A-Level) courses require a minimum of 5 GCSEs at Grade 5 or above. The school offers Level 2/3 BTEC qualifications and the opportunity to re-sit Maths and English GCSEs to those who need an alternative pathway.

Appeals and Reapplication

If a place is not offered, parents / carers may seek advice from their current SENDCo, Principal Officer, or SENDIASS. There is no automatic right to appeal to the school, but parents / carers may appeal to the SEND Tribunal via the LA. Reapplication is possible, particularly at the next Key Stage, if circumstances change or space becomes available.

Additional Information about SEND Provision

The SEND Information Report and SEND Policy are available on the school website and in alternative formats upon request. The Admissions Team and Inclusion Department are available at Open Days and by appointment to answer queries. Please prepare questions in advance and allow up to two working days for a response.

Collaboration with Local Authorities and External Agencies

The school will work closely with your Local Authority and other relevant agencies in the admissions process for students with EHCPs, including timely responses to consultations and participation in multi-agency planning. External professionals (such as educational psychologists and therapists) may be involved in the admissions and transition process to advise on provision and reasonable adjustments.

Data Protection and Confidentiality

The school complies with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 in handling admissions data. Access is restricted to authorised staff, and data is retained only as long as necessary. Information is shared only with consent or where required by law and in the best interests of the child. Staff receive regular update training on confidentiality and data protection.

Policy Promotion and Accessibility

This policy and related EHCP admissions information are published on the school website and available in printed form from the school office. The SEND Information Report is updated annually.

References and Links to Other School Policies

Children and Families Act 2014

<https://www.legislation.gov.uk/ukpga/2014/6/contents>

Equality Act 2010

<https://www.legislation.gov.uk/ukpga/2010/15/content>

SEND Code of Practice: 0-25 years

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

School Admissions Code

<https://www.gov.uk/government/publications/school-admissions-code--2>

Education (Independent School Standards) Regulations 2014

<https://www.legislation.gov.uk/uksi/2014/3283>

Ofsted / ISI Inspection Frameworks

<https://www.gov.uk/government/publications/education-inspection-framework/education-inspection-framework-for-use-from-november-2025>

General Data Protection Regulation (GDPR)

<https://gdpr-info.eu/>

Data Protection Act 2018

<https://www.legislation.gov.uk/ukpga/2018/12/contents>

SGSE SEND Information Report and SEND Policy

Monitoring, Review and Complaints

The effectiveness of EHCP admissions arrangements is monitored through feedback, admissions data, and inspection outcomes. Records of all applications and decisions are maintained and reviewed regularly. This policy is reviewed annually, or sooner if required by changes in legislation or guidance. The review process includes consultation with stakeholders. Concerns about EHCP admissions should be raised with the Admissions Team. Unresolved concerns may be addressed through the school's Complaints Policy. Appeals regarding placement decisions are made via the LA and SEND Tribunal.

**To be reviewed January 2027
or as and when statutory
guidance / legislation changes**

Appendix A: EHCP Admissions Flowchart

1. Initial Enquiry

- Parent / carer contacts St George's School Edgbaston Admissions Team for information

2. Open Day / Visit

- Parent / carer attends Open Day or arranges a visit

3. Application via Local Authority

- Parent / carer informs their Local Authority (LA) of preference for St George's School Edgbaston
- LA initiates statutory consultation with the school

4. School Receives Consultation Documents

- LA sends EHCP, review notes, IEPs, and professional reports to the school

5. School Assessment

- SENDCo and relevant staff review documents
- May liaise with current setting and external professionals
- May arrange observation in current setting

6. Admissions Panel Decision

- Admissions Panel reviews all information
- If school can meet needs: Offer made to LA and they inform parents / carers.
- If school cannot meet needs: Decision communicated to LA and they share this with parents / carers

7. Funding Agreement

- LA confirms funding for fees and agreed provision
- Parents / carers confirm acceptance and agree to any additional costs

8. Transition Planning

- School, parents / carers, LA, and current setting plan transition

9. Admission

- Student starts at St George's School Edgbaston
- Ongoing support and review provided

Appendix B: Frequently Asked Questions (FAQ)

Who should I contact if I want to discuss my child's EHCP before applying?

Initial enquiries should be directed to the Admissions Team, who can provide information and arrange for further discussion with the SENDCo if appropriate.

How do I apply for a place at St George's School Edgbaston for my child with an EHCP?

Applications must be made through your local authority, naming St George's School Edgbaston as your preferred choice. The local authority will then consult with the school as part of the statutory process.

What documents are required for the admissions process?

The local authority will send the school your child's current EHCP, recent annual review notes, IEPs, and any relevant professional reports. Please ensure these are up to date.

Will my child need to attend a taster day or assessment?

Yes, most applicants are invited for a taster day and entrance assessments to help the school understand your child's needs and ensure the school can meet them.

Is there an automatic right to a place if St George's School Edgbaston is named on the EHCP?

No. The school must be able to meet the needs as set out in the EHCP, and placement is subject to the statutory consultation process and agreement from the local authority and the school.

What costs are covered by the local authority, and what will I need to pay for?

The local authority covers school fees and agreed additional support as specified in the EHCP. Parents/carers are responsible for costs not covered by the LA, such as lunches, uniform, trips, and sundries.

Can my child automatically move from one phase of the school to the next?

No. Each transition (e.g., Primary to Senior, Senior to Sixth Form) requires a new consultation process through the local authority.

What support is available during the admissions process?

The Admissions Team and SENDCo are available to answer questions, provide guidance, and support you through each stage of the process.

What happens if my application is unsuccessful?

You will be notified by the local authority. You may seek advice from your current SENCo, Principal Officer, or SENDIASS, and you have the right to appeal to the SEND Tribunal via the local authority.