Castle School

Admissions Local Agreement

Approved By:	Director of Education (DCEO)	**Date:**	14/09/2026
Author:	Headteacher	**Date:**	01/03/2026
Last reviewed on:	14/09/2026		
Next review due by:	30/08/2026		

1. Statement of Intent

This is the admissions policy for Castle School and aligns with Respect Collaboration Trust (RCT) Admissions Policy and values. Castle School provides a combination of specialist SEND provision and health needs education, including hospital-linked provision.

Castle School, as part of Respect Collaboration Trust, ensures admissions are fair, transparent and inclusive. Decisions place the pupil's best interests, health, safety and individual needs first. The school works in partnership with Derby City Local Authority, health services and other agencies. We do not discriminate on unlawful grounds and make reasonable adjustments where appropriate.

2. Legal framework

This policy is written in accordance with:

- School Standards and Framework Act 1998
- Education Act 1996, including Section 19 duties relating to pupils unable to attend school due to health needs
- Children and Families Act 2014Equality Act 2010
- Human Rights Act 1998
- Data Protection Act 2018 and UK GDPR
- School Admissions Code (DfE, 2021)
- School Admission Appeals Code (DfE, 2023)
- SEND Code of Practice 0–25 (DfE, 2015)

This policy should be read with:

- Respect Collaboration Trust SEND Policy
- Respect Collaboration Trust Admissions Policy
- Respect Collaboration Trust Data Protection Policy
- Respect Collaboration Trust Complaints Policy
- Derby City Local Authority Health Needs Panel procedures

3. Commissioned places and capacity

Commissioned capacity: 100 pupils including up to 10 health needs places.

Admissions decisions consider suitability, safeguarding, health needs, capacity and resourcing.

Where commissioning limits are reached, the school will liaise with the LA and RCT regarding availability and alternatives.

4. Admissions routes

Castle School accepts admissions through authorised channels only:

- SEND processes including EHCP consultations and statutory assessment
- AP referrals considered through Junction 16 and the Castle School team
- Commissioned placements from schools and other commissioners
- Referrals via Derby City Local Authority Health Needs Panel, including pupils admitted to hospital
- Section 19 arrangements for pupils medically unable to attend mainstream education

The school does not accept direct parental approaches or private referrals without Local Authority and/or Trust involvement.

5. Criteria for specialist and health needs placements

A placement may be agreed where one or more of the following apply:

- The pupil has an EHCP naming Castle School
- The pupil is undergoing statutory EHC needs assessment and Castle School can offer appropriate interim provision
- The pupil has a draft EHC plan and Castle School is to be named
- The pupil requires education under Section 19 due to health needs, including hospital admission

6. Application and decision-making timelines

- EHCP consultations: Castle School will respond within 15 calendar days in line with the SEND Code of Practice.
- SEND placements: where Castle School is an appropriate setting, admission will be progressed within 15 days, subject to capacity and safe induction.
- Health needs and Section 19 placements: referrals agreed through the Health Needs Panel will be taken up within 15 days of receipt of complete/satisfactory information.
- Parents, carers and referring professionals will receive clear written communication regarding next steps.

7. Registration and transition

- Pupils with EHCPs naming Castle School are single registered at Castle School.
- Pupils admitted for health needs or Section 19 provision are dual registered with their home school and Castle School, unless otherwise directed by the Local Authority.
- Regular reviews are undertaken to monitor suitability, progress and readiness for transition.
- Details of procedures and processes are outlined in the school's admissions processes.

8. Equality, inclusion and non-discrimination

Castle School does not discriminate on the grounds of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, pregnancy or maternity, socioeconomic status or prior educational background. Reasonable adjustments are made as required.

9. Appeals and complaints

- Appeals relating to EHCP naming decisions must be directed to the Local Authority SEND Team in line with statutory processes.
- Health needs placement decisions are managed through Derby City Local Authority processes.
- Concerns about conduct or process may be raised via the Respect Collaboration Trust Complaints Policy.

10. Monitoring and review

This policy is reviewed annually. The Director of Education ensures local protocols remain compliant with Trust policy and statutory guidance.

11. Data protection

Data will be processed to be in line with our requirements and protections set out in the UK General Data Protection Regulation, Data Protection Act as amended by the Data (Use and Access) Act 2025.