

LONSDALE



Admissions Policy 2025-2026

Headteacher	Claudia Thiele		
Signed on behalf of Governing Board	Chandra Green		Date Ratified October 2025

Approved: September 2025
Review Date: September 2026

In accordance with the Education Act 1986, ERA 1988 Sections 22-29, 31-32, and Circulars 11/88, 6/93, as well as the DFEE Code of Practice, Lonsdale School in Stevenage follows the admissions policy set by Hertfordshire County Council.

All students joining Lonsdale School are referred by the Hertfordshire Local Authority. When considering a student for admission, the following factors are taken into account:

- The student has an Education, Health and Care Plan (EHCP).
- Lonsdale School is a suitable provision for the student with physical and neurological impairments as per HCC's access and admission guidance to specialist provision and the related HCC provision-panel and admission process to specialist provision.
- Availability of places within the school's planned capacity
- A vacancy in a class that can meet the child's needs, appropriate to their age
- The school's commitment to equal opportunities regarding gender, race, and creed

Lonsdale School accepts students from the age of three. Students can be admitted on a part-time basis until they reach compulsory school age. Typically, students remain at the school until they are 18, usually leaving at the end of the summer term. All students have an EHCP.

Preliminary Visits to the School

Parents (and their children) are welcome to visit Lonsdale School and can book a visit through the school website. These visits are informal and can help parents of children with SEND to inform their parental preference when looking at specialist provision for their child with an EHCP.

Request from Hertfordshire County Council for a Placement

A written request, including the Education Health Care Plan (or draft if not finalised), is sent to the school by the Local Authority for formal consultation. The Headteacher will respond to the consultation.

Visit to the School following Allocation of Placement by HCC

Once a school place has been allocated through HCC's admission process to specialist provision, parents or guardians are invited to the school to meet with a member of the Senior Leadership Team, who will give them a tour of the school, introduce them to staff and students, and showcase the school's provision.

Parents will be informed about the Local Authority's transport policy, which is important if the child lives outside the designated catchment area.

Arrangements prior to Admission

As the admission date approaches, arrangements will be made for parents to meet the relevant class teacher and school-based NHS teams (nurses, OT, PT and SaLT). Parents will need to complete an application pack, which includes a data collection form, providing details about the student, priority contacts, medical and feeding information, photographic consent, and a questionnaire on ethnic origins. Parents will receive information about the school uniform, the General Data Protection Regulations, and the Data Protection Act 2018, along with consent forms. They are encouraged to visit the school website for further information. Parents will also be advised on how to apply for transport to and from school. The school will work with the student and parents to devise a suitable and individual transition programme prior to the admission date.