



## St. Giles' School Admissions policy

2026/2027

October 2024

### Document control

SGS staff lead on policy : SH		Date of next review: Autumn 2025
No.	Updates/Changes made in 2024 include:	Page
1	NA	

# Admissions

## 2026-2027

### Introduction

St Giles' is a Croydon Local Authority Maintained Community School for 108 pupils aged 4-19 with physical disabilities, complex medical needs, complex speech and language difficulties and associated learning difficulties, moderate(MLD), severe(SLD) and profound and multiple learning difficulties (PMLD).

The school additionally has 6 full time or 12-part time nursery places for pupils aged 2 – 4 and a Further Education class for pupils with PMLD aged 16 -19.

All pupils at St Giles have special educational needs (SEN) and have an Education, Health and Care Plan or are being assessed for one.

The school's maximum capacity is currently 110 pupils with 6 full time or 12-part time nursery places for pupils aged 2 – 4; however, availability of places varies from year to year.

We admit pupils primarily from Croydon and occasionally from surrounding boroughs when places allow.

St Giles School follows Croydon Local Authority guidance on admissions criteria. This statement has also been written with due regard to the School Admissions Code of Practice (December 2014).

### Nursery Education Places

St Giles Nursery provision is part of the Croydon Local Offer for children with Special Educational Needs and Disabilities. The nursery caters for children with identified needs under the Croydon commissioning arrangements.

There are two cohorts of children that the Nursery caters for;

#### **a) Children with Severe Learning Difficulties/Profound and Multiple Learning Difficulties (SLD/PMLD)**

This is designed to meet the needs of children who match the following criteria:

- children aged 2 years old who are eligible for 2 year old funding or
- children aged 3-4 years old – and in receipt of the Early Years Free Entitlement and who meet the Early Years High Needs criteria as below:
  - children whose primary need is either severe learning difficulties or profound and multiple learning difficulties whose needs are best met within a specialist environment
  - children who are likely to require an Education, Health and Care plan in the future
  - children whose curriculum functioning is within the Early Years Foundation Stage developmental bands 0-11 months when in pre-nursery year (or younger) and 0-11 months to 8-20 months when in pre-reception year

In the event that the demand for places exceeds availability, the child with the highest level of learning need will be given priority.

#### **b) Complex Medical Needs/Profound and Multiple Learning Difficulties (PMLD) cohort**

This is designed to meet the needs of children who match the following criteria:

- children aged 2 years old who are eligible for 2 year old funding or
  - children aged 3-4 years old and in receipt of the Early Years Free Entitlement
- and who meet the Early Years High Needs criteria as below:
- children who have significant and complex medical needs, with an accompanying learning need (Moderate Learning Difficulties, Severe Learning Difficulties or Profound and Multiple Learning Difficulties)
- or
- children whose primary learning need is Profound and Multiple Learning Difficulties
  - children who are likely to require an Education, Health and Care plan in the future

- children whose curriculum functioning is within the Early Years Foundation Stage developmental bands 0-11 months to 16-26 months when in pre-nursery year (or younger) and functioning within the Early Years Foundation Stage developmental bands 0-11 months to 22-36 months when in pre-reception year

In the event that the demand for places exceeds availability, the child with the highest level of learning need will be given priority.

### **Admissions Process**

Admission to the nursery places is led by the local authority which considers suitable candidates with regard to the admissions criteria in discussions with the school.

### **Identifying eligible children**

Eligible children will be identified directly by the London Borough of Croydon (LBC) Early Years Special Educational Needs and Disabilities (SEND) team as part of their home teaching and support work with families. Following an assessment of the child's needs to establish eligibility in line with the above criteria, the team will invite the parents/carers to visit the St Giles Nursery in order to decide whether or not they wish to apply for a place for their child. At parents'/carers' request, the London Borough of Croydon (LBC) Early Years SEND team will produce a summary report to be presented alongside any additional supporting information/ professional reports.

### **Exit criteria and process**

Fair access to the places at this provision is vital, with clear criteria for eligibility. The progress of children within the provision is kept under regular review to determine whether or not the placement continues to meet their learning and developmental needs. Children may make remarkable progress or their needs may change whilst they are placed within this setting and as a result may benefit more from interaction with children who are making the same levels of progress. This may mean that children making significant amounts of progress will be identified as needing to move to an alternative setting to best meet their needs in the future.

### **Exit criteria**

#### **SLD/PMLD cohort**

Children who have made significant developmental progress and Early Years Foundation Stage curriculum functioning is assessed to be consistently 16-26 months or higher across all Prime Areas.

#### **Complex Medical/MLD cohort**

Children who have made significant developmental progress and Early Years Foundation Stage curriculum functioning is assessed to be consistently 30-50 months or higher across all Prime Areas.

Children whose medical needs are no longer complex enough to require specialist nursing/health care and can be met within mainstream provision.

### **Exit process**

Regular review of children's progress is an integral function of the teaching and learning delivery within this provision, in line with the Early Years Foundation Stage curriculum and the SEND Code of Practice 2015. This process ensures that each child is supported to make progress and achieve positive outcomes.

Formal reviews must be carried out on a regular basis (at least once per term) and informed by contributions from parents/carers, as well as any other professionals supporting the child, to ensure that appropriate planning, support and intervention is in place.

If children are identified as having made significant progress (as per the criteria set out above), which is sustained and consistent, the St Giles team should support parents/carers to consider moving to an alternative provision to better suit their child's needs. Support should be provided to identify suitable provision within the borough and ensure that the new provision is fully equipped to meet the child's needs.

The Local Authority should be involved in this process at all times in order to ensure the best possible provision is identified and transition is supported. Children moving from the provision

should be supported to do so with a robust transition, planned carefully and with sufficient time to ensure a smooth transfer from one setting to another.

### Main School Places

Admissions can be sought at any time during the academic year, but it is advantageous to the pupils to be admitted at the beginning of the academic year.

It is generally accepted that no admission can be considered until an Education, Health and Care Plan has been issued, however, pupils aged below 5, or those new to the country, who meet the admissions criteria may be admitted while the plan is being agreed. All admissions are managed by LBC SEND (Special Educational Needs and Disabilities) service. Parents and Carers should contact their child's case manager or the Croydon SEND service:

*The service provides specialist support for children and young people aged 0 – 25 with SEND and their families who require support over and above that available through universal and community services.*

*The service comprises of teams who have relevant knowledge, experience and skills to work with disabled children and young people. They work closely with other services such as health, education and community organisations.*

*The team manages the assessment process for Education, Health and Care Plans (EHCP) and admission to special education.*

*Bernard Weatherill House 8 Mint Walk Croydon Surrey CR0 1EA  
020 8604 7263*

[SENenquires@croydon.gov.uk](mailto:SENenquires@croydon.gov.uk)

Prospective parents and pupils are welcome to visit the school by appointment throughout the year.

For more information on Croydon's local offer for Special Educational Needs and Disabilities go to

<https://localoffer.croydon.gov.uk/kb5/croydon/directory/home.page>

This Policy has been approved by the Governing Body of St Giles School at the meeting on

Signed:



Chair of Governors

Signed:



Headteacher