

Springwell School



ADMISSIONS POLICY

Last review: September 2026

Next review: September 2027

Name : Lisa Needham

Position : Headteacher

Aims

Springwell is a primary aged special school catering for pupils with complex learning difficulties. The admission policy aims to ensure that children with these complex needs are admitted to the school in a systematic, efficient manner.

Principles

The admissions authority for the Springwell is Southampton City Council. All pupils referred for admission have a severe or complex learning difficulty and an Educational Health Care Plan (EHCP) in draft or final.

Places are allocated as part of the Education Health Care Plan process or through the review of the Education Health Care Plan.

Procedures

Southampton City Council are responsible for all admissions to Springwell. All admissions requests are received by the 0-25 SEND Team, based within the Civic Centre in Southampton, and considered by a SEND Advisory Panel.

When the request is made, the draft Education Health Care Plan is sent to the Headteacher for consideration as to the appropriateness of a placement within Springwell. In line with our core offer agreed by Southampton Local Authority.

[Guidance for admission to Springwell School Core Offer.pdf](#)

If a placement is considered appropriate, the request is discussed at the SEND Springwell Placement Panel, who consider the information available and decide whether the pupil will be offered a place at Springwell. These meetings are held in the Spring term for admissions to the school in the Autumn term.

This panel consists of:

- Head of Service – Statutory SEND
- SEND Practice Manager – Quality Assurance
- Educational Psychologist
- SEND Senior Casework Officer
- Springwell Headteacher
- SEND Early Years Teacher (For Year R Placements only)

The panel was established to ensure that fair and reasonable decisions are made. It is expected that all pupils placed at Springwell School will have a complex learning need and may have additional sensory, physical, medical, or emotional and social needs

The LA (Local Authority) must consult the Governing Body before naming Springwell in an Education Health Care Plan. This is carried out by writing to the Headteacher [as representative of the Governors] with a formal response time within 15 working days. The LA will carefully consider any representation from governing bodies, where a school does not feel that the placement is suitable. However, the final decision as to whether to name the school falls with the LA not with the school and appeals are the responsibility of the Local Authority.

Mid-Year Transfers Requests

Consult Requests are received from the Local Authority throughout the academic year when parents are considering a change of placement from mainstream to specialist setting. These requests are reviewed by the Headteacher responsible for Admissions, to determine whether the individual's needs could be met by Springwell. A response to the consult is then sent to the Local Authority, who decide whether the individual should be discussed further at Springwell Admissions Panel for possible placement for the next academic year.

Monitoring and Evaluation

The policy will be jointly reviewed by the Springwell Governors and Southampton City Council on an annual basis.