



Charlton Park Academy Admissions Policy

General

Charlton Park Admission number per year is up to 25 places per year group. The agreed planned number for 2025 to 2030 is set by the governing body at 220 places.

The 'Home' Borough is Royal Borough Greenwich. Adjustments to planned places need to be made by the RBG following DfE planned places regulations annually in advance following DfE procedures and regulations and by consulting the Charlton Park Academy Trust Board in writing via the Accounting Officer. The planned number for 2012 on conversion to an academy was 176 places. The current age range catered for is year 7 to year 14 inclusive. The planned age range supported at CPA and Mulberry Tree House may include primary age pupils from September 2021 upon EHCP placement application by home and other LAs, due to local SEND demand.

1. This policy may be amended in writing at any time by agreement between the Secretary of State and the Academy Trust.
2. The highest priority will be given to "looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted".
3. Except where paragraph 4 applies, Charlton Park Academy (the "Academy Trust") may not admit a child to the school unless an Education Health and Care Plan (EHCP) is maintained for that child and Charlton Park Academy is named in the child's EHCP.

The Academy Trust will advise accompanied or unaccompanied asylum seekers that their applications will need to be made via their local authority.

4. The Academy Trust may admit a child without an EHCP to Charlton Park Academy if:
 - (i) s/he is admitted for the purposes of an assessment of his educational needs under section 323 of the Education Act 1996 and his admission to the Academy is with the agreement of the local authority, the Academy Trust, the child's parent and any person whose advice is to be sought in accordance with regulation 7 of the Education (Special Educational Needs) (England) (Consolidation) Regulations 2001;
 - (ii) s/he remains admitted following an assessment under section 323 of the Education Act 1996; or
 - (iii) s/he is admitted following a change in his circumstances, with the agreement of the local authority, its officers, the Academy Trust and the child's parents.
5. If a child without an EHCP has been admitted to Charlton Park Academy for the purpose of an assessment, in accordance with paragraph 4(i), the Academy Trust

may allow the child to remain at that Academy:

- (i) until the expiry of ten school days after the local authority serve a notice under section 325 of the Education Act 1996 that they do not propose to make an EHCP,
 - or
 - (ii) until an EHCP is made.
6. Where the local authority intends to name Charlton Park Academy in an EHCP, and have served a copy of the proposed EHCP (or amended EHCP on the Academy Trust, the Academy Trust must respond to the local authority's proposal within 15 days. If a pupil is subject to a Joint placement/Dual Roll CPA can admit suitable pupils without being named in a EHCP as the funded placement, for example, if a pupil is accessing Mulberry Tree House but not CPA day school by agreement between parties.
7. The Academy Trust must consent to being named, except where admitting the child would be incompatible with the provision of efficient education for other children; and where no reasonable steps may be made to secure compatibility. In deciding whether a child's inclusion would be incompatible with the efficient education of other children, the Academy Trust must have regard to the relevant guidance issued by the Secretary of State to maintained schools. CPA is designated with the DfE as a Special Academy for PMLD, SLD, and ASD students only.
8. If a local authority placement panel disputes this an appeal committee is set up to hear the LA placement panel case to judge whether to admit a student or not. Their decision can only be challenged by SENDIST First Tier Panel.
9. If the Academy Trust determines that admitting the child would be incompatible with the provision of efficient education, it must, within 15 days of receipt of the local authority's notice, notify the local authority in writing that it does not agree that the Academy should be named in the pupil's EHCP. Such notice must set out all the facts and matters the Academy relies upon in support of its contention that: (a) admitting the child would be incompatible with efficiently educating other children; and (b) the Academy Trust cannot take reasonable steps to secure this compatibility.
10. Where a local authority maintains an EHCP for a child under section 324 of the Education Act 1996 and the name of Charlton Park Academy (or Charlton School) is specified in that EHCP, the Academy Trust must admit that child to the Academy even if they consider that the Academy should not have been named in the child's EHCP.
11. Where the Academy Trust considers that the Academy should not have been named in a child's EHCP, they may ask the Secretary of State to determine that the local authority has acted unreasonably in naming the Academy and to make an order directing the authority to amend the child's EHCP by removing the name of the Academy. Where the Secretary of State makes an order to this effect, the Academy Trust will cease to be under an obligation to admit the child from the date of the Secretary of State's Order, or from such date as the Secretary of State specifies. In specifying a date, the Secretary of State must take into account both the welfare of the child in question and the degree of difficulty caused to the

Academy by the child's continued admission.

12. Where the Secretary of State determines that a local authority has acted reasonably in naming Charlton Park Academy in a child's EHCP, the Academy Trust must continue to admit the child until the Academy ceases to be named in the EHCP.

13. The Academy Trust may admit a child or young person mid-year and/or to Post 16 if the Academy is not above our PAN and subject to the individual having an EHCP with a primary diagnosis of one of the following disabilities; autism, cognitive disability, PMLD and physical disabilities.

If a child or young person has been diagnosed with Social, Emotional & Mental Health (SEMH) needs, including challenging behaviours as a primary diagnosis and/or secondary need, to admit the child or young person may be considered by the Academy to be incompatible with the efficient education of others. While each child or young person will be carefully considered, the Academy does not specialise in supporting pupils with such needs.

14. Where the Academy Trust considers that there is a need to increase the planned capacity of the Academy, as stated at clause 21 of the Agreement, the Academy must seek approval of the Secretary of State and the requirements of this Agreement may be amended accordingly by agreement between the Secretary of State and the Academy Trust.

15. Where there are more applications than places remaining in any of the subscription categories, the order in which places will be allocated will be determined by the distance between the child's home address and the Academy, with those living nearest receiving highest priority.

Distance will be measured by using a 'geographical information system' and data supplied by Ordnance Survey, which measures the shortest distance by road and maintained footpath using a defined starting point and end point.

The starting point will be determined by address point data supplied by the Ordnance Survey. The distance from the point will always be measured using the centre of the road nearest to this point even if your home address is on the corner of two roads or has more than one entrance or exit. The end point will be the nearest pedestrian school gate used by the relevant year group of the school concerned.

The First-Tier Tribunal (Special Educational Needs and Disability)

16. If a parent or guardian of a child in respect of whom an EHCP is maintained by a local authority appeals to the First-tier Tribunal (Special Educational Needs and Disability) either against the naming of the Academy in the child's EHCP or asking the Tribunal to name the Academy, the Academy Trust agrees to be bound by the decision of the Tribunal on any such appeal even if the decision is different to that of the Secretary of State under paragraph 9 or 10 above.

17. Where the Academy, the Secretary of State or the First-tier Tribunal (Special Educational Needs and Disability) have determined that it should be named in a child's EHCP, the Academy Trust must admit the child to the Academy

notwithstanding any provision of the requirements to this agreement.

Admissions to Mulberry Tree House (CPA Residential Unit)

18. Admissions are only available to students who have an EHCP and attend Charlton Park Academy campus or have an EHCP with complex medical conditions and have high need special educational needs as assessed by the Principal and meet the entry criteria for the residential provision.
19. Admissions are made through social care/continuing care panels especially for looked after children with EHCPs or where there is a high risk of family breakdown, a family crisis situation, a court order, emergency placement, parental/carer formal request, annual review of EHCP or other appropriate assessment. Admissions can also be made directly through the Academy. Student places will be approved by governors against selection criteria, and particularly with an accurate risk assessment.

Students are able to attend from a one off respite stay to full time (Monday to Friday).

20. The Parent Liaison Officer is available to support parents with applications and the admissions process. The boarding unit encourages families to visit as they wish ideally virtually during the COVID pandemic.

Approved by Governors: July 2021
Updated and reviewed: January 2025
Updated and reviewed: March 2026
Date for review: January 2028

Responsible person - The Principal