ADMISSIONS POLICY

Equal opportunities lie at the heart of all that we do at Silverwood School. We are committed to ensuring that every member of the school community is given the same chance as any other to access the services and support of the school

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

This policy is designed to meet the needs of all pupils, working through pre-formal, semi-formal and formal curricula. It is inclusive of students who function at early/preverbal levels of language and communication, through to those who express themselves verbally and in writing. The policy is designed to be child-centred and to make sure as far as is possible that pupils understand what is happening in their lives, why, and what options are available to them

Approved by:	**Resource Committee**	**Date: 24/06/2026**

Last reviewed on:	**June 2026 (Full Governing Body ratified July 2026)**

Next review by:	**July 2027**

1. Introduction

This policy refers to admission to Silverwood School.
Whilst all schools are required to have an Admissions Policy governing the criteria for pupil selection and the process involved, the facts governing pupil admission for a special school, such as Silverwood School, are complex and vary from case to case. All special school admissions are made through referral by the Local Authority (LA) and places cannot be offered directly by the school.

2. Refusal of Admission

The Governors reserve the right to refuse admission in the following cases:

- The agreed places number is fully subscribed and admitting pupils over this number would be incompatible with the provision of efficient education or the efficient use of resources.
- Where the school would be unable to meet the needs of the pupil in terms of specialist resources, levels of care, therapies and expertise as laid out in their EHCP.
- Where the admission of a pupil would compromise the health and safety of pupils and/or staff within the school or would seriously compromise or disrupt the education of pupils already within the school: admission 'would be incompatible with the provision of efficient education for other children' - *SEND Code of Practice 2015*.

The refusal of admission is delegated by the Governing Body to the Executive Headteacher, although the right of appeal remains with the LA.

3. Policy Overview

Admission to Silverwood School will be by way of an Education Health and Care Plan (EHCP). All referrals to Silverwood School should come from Statutory SEND Services, Department for Children and Education, and Wiltshire Council, following discussion by the LA's Assessment Panel. This applies to all referrals for admission, both from Wiltshire and from other authorities, including Swindon. Wiltshire LA, as the admitting and funding authority, need to be aware of all referrals and to approve them before they can proceed further. If the school is approached directly by another authority, another school or a parent, the LA should be contacted in the first instance. All LAs are required to consult with Silverwood School before naming it in a pupil's EHCP. Once Silverwood School is named in a pupil's EHCP, the school is under a legal duty to admit the pupil.

4. Silverwood School

Silverwood School caters for pupils with Special Educational needs that cannot be met in mainstream provision. Silverwood School caters for five hundred and twenty-five from the ages of four to nineteen.
Silverwood School has three campuses: Chippenham, Rowde and Trowbridge, including an associated sixth form provision which is in Chippenham.
The campuses in Chippenham and Trowbridge cater for primary age pupils, whereas the Rowde campus caters for pupils from age four to nineteen and, therefore, Silverwood School will offer provision at the most appropriate campus to meet pupil need. Where provision is not offered at the closest campus to where the pupil lives, this will be shared with the LA. Where a preference for a campus is named this will be taken into consideration but Silverwood cannot guarantee to accommodate this preference. Campus designation will be reviewed annually.
A pupil may be considered for a place at Silverwood School if:

- They are between four and nineteen years of age.
- They have an EHCP.
- They have Profound and Multiple Learning Difficulties (PMLD).

- They have severe and complex cognition and learning needs (SLD/ MLD).
- They have severe or complex Autistic Spectrum needs (AS).
- They have other diagnoses or needs which make it incompatible for another setting to meet.
- All reasonable steps and adjustments have been taken to try to meet the pupil's needs in the prior educational setting or through the EHCP naming Silverwood School.
- Learning levels and curriculum needs can only be accommodated in a specialist school setting.
- The LA approaches the school for an assessment placement.

1.1 Chippenham Campus

Chippenham Campus can make provision for up to seventy-eight pupils from the ages of four to eleven. Chippenham Campus meets the needs of learners with a range of complex needs. This includes learners with PMLD, SLD, complex needs and AS.

2.1 Rowde Campus

Rowde Campus can make provision for up to four hundred pupils from the ages of four to nineteen. Rowde Campus meets the needs of learners with a range of complex communication and interaction needs. This includes learners with PMLD, SLD, MLD, AS and complex needs.
An additional sixth form campus, for Years 12 -14, is based in Chippenham. The site supports young people in understanding independent living and moving into adult life.

3.1 Trowbridge Campus

Trowbridge Campus can make provision for up to eighty-six pupils from the ages of four to eleven. Trowbridge Campus meets the needs of learners with a range of complex needs. This includes learners with PMLD, SLD, Complex needs and AS.
One Early Years' classroom, operates as a 'satellite provision' in a local primary school.

5. Exit Criteria

In line with the SEND Code of Practice (2015), all EHCPs must be reviewed at least annually. This process ensures that pupils, parents and carers, the school, the LA and all other professionals involved, consider both the progress the pupil has made over the previous year and whether any amendments need to be made to the EHCP. Through this process, it may be established that the pupil's needs would be able to be better accommodated elsewhere. This may also include a transfer to another campus within Silverwood School.
A pupil may be considered for placement in a specialist resource base or mainstream school when that pupil's special educational needs are no longer a barrier to accessing the curriculum of a mainstream setting and, there is sufficient evidence from professionals across agencies involved that the pupil would benefit from placement in a specialist resource base or mainstream school.

The pupil's special educational needs might change to the extent that the provision at a certain campus or indeed Silverwood School is no longer able to meet the pupil's needs and they require the specialist teaching, facilities or resources available within an alternative campus or specialist provision.
In line with the SEND Code of Practice (2015), a pupil's EHCP may cease: usually at Year 14. This might be because the young person leaves education and no longer wishes to engage in further learning, the young person takes up paid employment or the young person moves to another LA.