

Samuel Cody School

Admissions Criteria and Policy



Facilities and Resources

1. Samuel Cody School is a day special school for children with learning difficulties. It offers support to children with an Education Health Care Plan in small groups, delivering the full range of the National Curriculum suitably differentiated to the individual needs of the child.
2. The school is registered with the Department for Education & Employment for children in the age range 4 to 16 years.
3. Whilst the school's registration with the DfEE is for children with 'Moderate Learning Difficulties', the school offers support to children with a broad range of needs that can affect their learning and cause generalised difficulties. The school also admits students from 9-16 years old who have and Educational Health Care Plan, issued by the LEA stating that they have SEMH needs.
4. Where a child's difficulties require additional specialist expertise, equipment or staffing levels, not normally available in the school, additional resources will be negotiated with external providers.
5. Children are normally taught in small groups based on the DfES recommended ratios for teachers and pupils. Those levels of staffing are facilitated by the Hampshire County Council Local Management of Special Schools Scheme.
6. The school is fully committed to inclusion and equality of opportunity and does not discriminate against pupils or prospective pupils on the grounds of race, disability, gender, religion or belief, sexual orientation, or socio-economic background, in accordance with the Equality Act 2010.

Admission Process

1. Admissions to the school are determined by the Local Authority. The decision of the responsible Education Officer is final, but the Headteacher reserves the right to state if the school can meet the needs of individual pupils and whether their presence in school would affect the education of others detrimentally.
2. The number of children to be admitted to the school is normally determined by the Agreed Place Number that has been set in agreement with the Local Authority as the basis of funding. Any child admitted above that agreed place number will be subject to retrospective funding. As of January 2026, the total number of pupil places in the school is 340.

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3. Prior to admission, all relevant papers will be passed to the school. The school will meet with the parents and child (and any other interested or relevant party) to determine the arrangements for the child's admission.
4. Where the school is named in a child's Education Health Care Plan, the school has a duty to admit the child in accordance with Section 43 of the Children and Families Act 2014.
5. The school will consider each referral individually, taking into account the child's identified needs, the provision outlined in their Education Health Care Plan, and the compatibility of placement with the efficient education of other pupils and the efficient use of resources.
6. All placements are subject to annual review according to the requirements of the Education Act 1993, the Code of Practice for Identification and Assessment of Children with Special Needs and/or any modifications to that legislation of requirement as issued by the Department for Education & Employment and Hampshire County Council.
7. Children will normally be admitted in the Autumn Term of Year. Children will also be admitted at other times according to need and as required by the Local Education Authority.
8. Whilst the school normally expects to admit children from the local area, it is a county resource and may be required to admit a child from any part of Hampshire and neighbouring counties if places are available.
9. Parents and carers have the right to express a preference for Samuel Cody School in accordance with statutory guidance. Where the school is unable to meet need, the Local Authority will consult with alternative appropriate provisions.
10. The school operates an open and transparent admissions process and works collaboratively with families, professionals, and the Local Authority to ensure appropriate placement decisions.

Commitments

1. The school is committed to providing the highest quality educational opportunities for its children. The school makes that commitment without reservation or qualification.
2. The school expects that any child who attends the school will be equally committed to taking advantage of those opportunities.
3. The school expects that any child and his/her parents in accepting a placement at the school also accept the school's behaviour and discipline policy (given to all pupils

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and parents at the time of admission). If parents or the child feel they are unable to meet these expectations an alternative school placement should be sought.

4. The school is committed to working in partnership with parents, carers, and external agencies to ensure that each child's individual needs are met effectively and that transitions into and out of the school are carefully planned and supported.