



PAPILLON HOUSE SCHOOL

Admissions Policy

Amended and updated October 2026

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Introduction

Papillon House School is an independent specialist primary, secondary and Post-16 provision for pupils on the Autistic Spectrum with a wide range of cognitive and communication abilities. It provides a caring and nurturing environment with an emphasis on strong, positive relationships between staff and pupils.

At Papillon House School, we are committed to ensuring that we carefully consider all appropriate applications from the local authority for placement at Papillon, ensuring that the individual pupil would be best placed with us, and that Papillon is able to meet the needs and provision as set out in the pupil's EHCP.

This policy outlines our approach to our admissions process, from initial consultation to admitting new pupils to Papillon House School.

We work in close partnership with local authorities, parents and carers to ensure consistency in practices, taking into account the specific needs of each pupil. Our approach is underpinned by principles of safeguarding, respect, and child-centred support, ensuring that pupils feel comfortable, secure, and valued during the process of transferring to Papillon House School.

1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain the process of transferring into Papillon House School once a place has been agreed

2. Legislation and statutory requirements

This policy is carried out in accordance with the Equality Act 2010, ensuring no pupil is discriminated against on the basis of disability, race, gender, religion, or other protected characteristics.

3. Applying for a place at Papillon House School

Children are referred to Papillon House School because they have a diagnosis of Autism that affects their everyday life. This prevents them from achieving their full potential in a mainstream school environment.

Children placed at the school will have an Education, Health Care Plan (EHCP) from their Local Authority and it will be agreed by the parents, the Local Authority and Papillon House School that the school is the best place to meet the pupil's needs.

3.1 Admissions procedure

Formal consultations for a school place should be received from the local authority who will consult with Papillon House School, however parents are welcome to contact Papillon House School to enquire about available school places.

Admissions are typically in Reception and Year 1 each September due to the nature of the school being an all-through school, with Primary pupils feeding into the Secondary department, and then into the Post-16 provision subject to key stage annual review.

When a pupil is referred to Papillon House School his/her papers are considered by a multidisciplinary staff team which includes:

- The Head Teacher
- Head of Behaviour and Therapy
- Deputy Head
- Lead Therapists

There is no set time span for the admissions process as this depends on a number of factors including the nature and quantity of referral information; the need to seek additional consultation, clarification and advice; the number of pupils under consideration; the number of pupils awaiting assessment, the availability of places and the time of year. However, the School will work with parents and external agencies to ensure that decisions on whether to offer an assessment are based on complete, accurate, reliable and up-to-date information. Admissions are usually at the start of the academic year, and are dependent on the number of spaces available that year.

The decision to offer an assessment is based on rigorous evaluation of the referral information to determine whether a pupil's needs are consistent with the School's Admission Criteria which are:

- All pupils will have a confirmed diagnosis of Autism (and autism will be their primary need)
- All pupils will have an Education, Health Care Plan (EHCP)
- Pupils may have a range of behaviours associated with their Autism
- Pupils will have needs and ability profiles that are compatible with those of the pupils who already attend the School
- Pupils will be working below chronological age-related expectations across all areas of the curriculum
- Pupils may present with additional diagnosis or medical conditions, including mental health difficulties, in which case the school reserves the right to decide whether these can be managed effectively and safely within its existing resources

3.2 Assessment process

The assessment process includes:

- Review of all paperwork by multidisciplinary team (Education and Therapy) including the pupils EHCP and any therapy reports
- When it has been determined that there is a high probability that Papillon House School can meet a pupil's needs and other criteria, such as availability of places, have been taken into consideration, an assessment visit will then be arranged
- Parent tour at Papillon House School will be arranged (without the pupil attending) and an assessment visit will take place in the pupils current provision (nursery, school, or home if being home schooled) by Education and Therapy staff. This will allow the school to confirm its impressions of a pupil's needs and whether it is able to offer a place
- Discussion between admissions team (senior staff and management) to ascertain if Papillon House School is able to meet the pupils needs, and if so:
- Official offer made by Papillon via the local authority
- Parents will receive an offer for a school place directly from their local authority, not directly from the school

- All places are usually funded by local authorities.

3.3 Transition procedure

If a place is agreed by the local authority:

- A “play visit” is arranged for the pupil at Papillon House School (with appropriate peer group) and Head of Behaviour and Therapy/Head Teacher/Lead therapist/Class Teacher supporting either the pupil or parent/s (parents will be offered to stay with their child for their first visit if this is felt appropriate/needed)
- Transition morning takes place in July where parents are invited to join a meeting with senior staff whilst their child is in class (this will cover therapy provision at Papillon, Curriculum at Papillon, admission forms, meeting a current parent representative)
- A home visit is arranged prior to the pupils start date (during the first week of the Autumn Term if this is in September) by the new class teacher and a therapist. This may result in a staggered start for new pupils
- Either an immediate full-time start or planned phased start will be agreed by the Head Teacher with parents in advance, and will take place following completion of all home visits.

Please note, pupils attending Papillon House School for their primary provision will not transfer automatically into the secondary provision or Post-16 provision. Discussions will take place at the Annual Review to decide if Papillon is able to make an offer to continue to meet the pupils needs for the next key stage, or in the case of Post 16 the next year. The Local Authority will make its decision on placement based on the outcome of the Annual review process.

3.4 Post-16 Transition

Transition planning will be carried out in accordance with the SEND Code of Practice 2015, including Preparing for Adulthood guidance. Discussions regarding ongoing placement will occur from Year 9 onwards to ensure appropriate planning for further education or training, including whether Papillon House School will continue to be the most appropriate provision for the pupil when they reach Post-16.

4. Allocation of places

4.1 Published admission number (PAN)

The school has a published admission number of 42 pupils.

4.2 Oversubscription criteria

Papillon House School will not extend numbers beyond it’s PAN of 42 pupils on role without registering this with the DfE.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet the criteria set out above, until all places are filled.

4.3 Record of requested places

A record of all consultations is kept, with the outcome of these places requested clearly recorded. Should a space become available unexpectedly, the School will then consult the list and approach the SEND admission officer and/or case officer who consulted with the school to inform them they are able to reconsult. This record is maintained ongoing throughout the school year.

Where places become available, they will be allocated to pupils according to the following:

- The stage of consultation that they were at (e.g. an assessment has already been carried out and the admissions team concluded Papillon House School were able to meet the pupils needs);
- where the specific space is available such as a given year group;
- or where the pupil is deemed best fit for the current peer group in the class where the space is available.

Priority will not be given to pupils based on the date their application was received, or when their name was added to the record.

4.4 Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Where the parents wish, children may be offered a phased entry to school, but not beyond the point at which they reach compulsory school age.

4.5 Withdrawing an offer of a place

We will not withdraw an offer unless it has been offered in error, a parent or the local authority has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent and/or local authority has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

We will not withdraw an offer of a place once a pupil has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the pupil has been at the school before deciding whether to withdraw the place.

5. In-year admissions

On rare occasions, a place may become available at Papillon House School mid-year.

Parents can ask the local authority to apply for a place for pupils at any time outside the normal admissions round. As is the case in the normal admissions round, once placement has been agreed and a pupil's EHCP names the school, they will be admitted.

If there are spaces available in the year/class group being applied for, the pupil will be offered a place as soon as the admissions process has been followed and place agreed by the local authority.

If there are no spaces available at the time of application, parents and/or the local authority will be informed of this.

Applications for all admissions should be sent to the following email address:

admin@papillonhouseschool.co.uk

6. Admission and Attendance Registers

The school maintains Admission and Attendance Registers in accordance with the Education (Pupil Registration) (England) Regulations 2006. See the School's separate Policy on Admission and Attendance Registers.

7. Links with other policies

This policy links to the following policies and procedures:

Admission and Attendance Registers

This policy should be read in conjunction with all other relevant policies and guidelines.

The Management Team evaluates and approves this policy at each review, ensuring it complies with the law and holds the Head Teacher accountable for its implementation.

It was reviewed and agreed by the Management Team October 2026

Approved by:	Management Team	Date: October 2026
Last reviewed on:	2021	
Next review due by:	October 2029	