

Mill Green School

ADMISSIONS POLICY

Policy Status:	**STATUTORY**
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Issue Date:	**September 2026**
Review Date:	**September 2027**

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Introduction

Article 28 of the United Nations Charter on the Rights of the Child states that all children have the right to an education. Article 23 states that if they have a disability, they have the right to special care and education. This policy sets out the procedures to be undertaken in admitting young people to Mill Green School.

Mill Green School is defined as a maintained special school, as set out in the School Admissions Code 2021 (Department of Education) and as such, this admissions policy is governed by St Helens council as the admitting authority, as set out in St Helens Policy for Special Educational Needs 2017.

This policy should be read and understood alongside the following School and Local Authority policies (adopted), as well as national statutory documentation and guidance:

- Mill Green School Vision and Values Statement
- The Education Act 2011
- School Admissions Code 2021
- Special Educational Needs and Disability Code of Practice: 0 to 25
- St Helens Policy for Special Educational Needs 2017
- The United Nations Convention on the Rights of the Child 1989

Admissions Criteria

All young people admitted to Mill Green School have an Education Health and Care Plan (St Helens Policy for Special Educational Needs 2017, paragraph 7.7 which names the school as the appropriate provision to meet the needs of the young person and the Education outcomes as stated on their EHCP.

The commissioned number of places at Mill Green School each academic year will be determined between the Headteacher and the Local Authority. The number of commissioned places for the 2025-2026 academic year was 170 young people. For the 2026-2027 academic year this number will increase to 180 young people, in line with statutory consultation carried out in October 2024.

Where the school is at capacity, the provision for additional places may be negotiated with St Helens Local Authority subject to Mill Green School being able to meet the needs of the young person, that appropriate funding is made available and that in agreeing to the placement there will be no detriment to other young people at Mill Green School.

Admissions Process

Where a placement at Mill Green School is formally requested by the local authority, copies of relevant information, including, but not limited to a copy of the most recent Education, Health and Care Plan (draft or finalised), professional reports, recent assessment data and the most recent annual review of the EHCP will be requested. Mill Green will consider each case on individual merit to ensure that a young person's needs will be best met at the school and to ensure that there is a place within the relevant key stage or needs based group.

Where it is believed that the school can meet a young person's needs, parents/carers and the prospective young person are invited to the school to meet the Headteacher and other members of staff as appropriate. During the visit the school vision, values and approaches will be discussed to ensure that they are understood and suitable for the young person. Where possible, we also encourage a prospective young person's teachers and supporting professionals to have input into the admission and transition process.

School staff will make visits to both the young person's school and home as necessary. When appropriate, staff will be supported by medical, or therapeutic colleagues and translators.

Mill Green will offer taster sessions once a place has been offered and an appropriate transition plan has been put into place. Where possible, entry to Mill Green is timed to match the beginning of the next half-term/term, however entry to school at other times is possible where required.

For young people transitioning directly from Lansbury Bridge at Year 10, Mill Green hosts planned taster days in the summer term of the academic year prior to Year 10. Parental transition visits and tours are also arranged throughout the Summer term.

Assessment and Transitional Support Placements

On occasion requests are received from St Helens Local Authority to take pupils as part of the assessment process. This will be for no more than 26 weeks and is subject to review in line with availability of places and resources, as well as the efficient and safe operation of the school.

St Helens Local Authority may also request a bespoke support or transition programme for some young people in Year 9. Where a transition programme moves to a young person spending the majority of their school time at Mill Green School, dual-registration status may be agreed, or Mill Green School may be used as an 'alternative education' provider for the young person. A programme of this nature would only be agreed to support a young person to successfully transition to Mill Green School where there is a risk of placement breakdown at the young person's main educational provider (school).

A small number of young people also attend Mill Green School on varying, short-term placements. In these instances, this is to act as a stepping stone back into a mainstream provision.

Admission Consents

Before a young person is able to start at Mill Green School an admissions booklet and home school agreement must be completed by the parent/carer. This includes personal family details, permissions for medical emergencies, photograph and videography consent and educational/enrichment visits consent. Appropriate medical forms, dependent on the needs of the young person, including medications that are required during the school day will need to be shared on admission.

Meeting Need

Not all young people who are referred to Mill Green School will be able to be offered a placement. This may be due to the complexity of their need or the area in which their primary need falls e.g. Social, Emotional or Mental Health difficulties. It may also be the case that a young person's needs could be met at either a local mainstream school or college. Where this is the case, Mill Green will work with the local authority to suggest what support and adjustments could be made in a mainstream setting to allow the young person to have a successful educational placement with positive outcomes.

Out-of-authority Placements

Out-of-authority places may be considered; however, they must be agreed by St Helens Local Authority.

Admissions Register

Mill Green School keeps an admission register which contains an index in alphabetical order of all young people at the school and the following information about each individual:

- pupil number (UPNS)
- name in full
- gender
- the name and address of every person known to the school to be a parent of the pupil and, against the entry on the register of the particulars of any parent with whom the pupil normally resides, an indication of that fact and an emergency telephone number
- day, month and year of birth
- day, month and year of admission or re-admission to the school
- name and address of the school last attended, if any
- leave date when applicable
- leaving destination
- that when a leaving pupil's destination is given as another school, the school has verified this new school as a legally registered provider
- that where the leaving pupil's educational destination is unknown, or is not given as a legally registered school, this has been reported to the local authority in a timely manner

The admission register will be kept on the school information management system (Arbor) and updated as required.

Additional

Mill Green will inform St Helens (or the relevant local authority) of any pupil who is going to be deleted from the admission register where they:

- have been taken out of school by their parents and are being educated outside the school system e.g. home education. **This must be agreed by the Local Authority.**
- have ceased to attend school. **This must be agreed by the Local Authority.**
- have been certified by the school medical personnel as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age. **This must be agreed by the Local Authority.**
- are in custody for a period of more than four months due to a final court order and the Headteacher and Governing Body does not reasonably believe they will be returning to the school at the end of that period. **This must be agreed by the Local Authority.**
- have been permanently excluded. **The Local Authority must be informed.**

The local authority will be notified when Mill Green School is to remove a pupil from its register under the above circumstances, subject to agreement with St Helens Borough Council (or the placing Local Authority), where required. This should be done as soon as the grounds for removal are met and agreed, but no later than removing the pupil's name from the register. It is essential that Mill Green complies with this duty, so that St Helens (or the placing local authority) can, as part of their duty to identify children of compulsory school age who are missing education, follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

Further Reading

Children Missing in Education

The Education Act 2011

School Admissions Code 2021

Special Educational Needs and Disability Code of Practice: 0 to 25

St Helens Policy for Special Educational Needs 2017

The United Nations Convention on the Rights of the Child 1989

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