



St John's School

Achieving Together

Article 23: You have the right to special education and care if you have a disability, as well as all the rights in this Convention, so that you can live a full life.

Article 42: You have the right to know your rights! Adults should know about these rights and help you learn about them, too.

Admissions Policy

Policy Status: Statutory

Review Cycle: Annual

Owner: Headteacher

Date: September 2026

Approved by: LGB

Date: Under Review

Review Date:

Introduction

St John's Special School and College is committed to providing outstanding educational opportunities for all our learners. St John's places the progress and development of its learners at the heart of its vision and strategic direction. All young people deserve to leave education confident that they have developed the knowledge and skills they need to achieve to their full potential. St John's is committed to equality of opportunity and to promoting diversity.

St John's Provision

St John's caters for pupils aged 2 to 19. All of our pupils have diagnosis of Severe or Profound and Multiple Learning difficulties. St John's is committed to meeting the needs of a wide range of pupils who have a broad spectrum of additional learning needs. Our expertise provides pupils with the support and experiences which they require to succeed in their life following St John's.

Admissions

Any placement within St John's will be as a result of careful consideration of that young person's needs, how effectively those needs can be met and whether they can be met without detriment to other pupils already at the school. Decisions regarding the placement of children involve a number of stakeholders, such as the view of the child or young person, parent/carer preference, and the views of professionals within the school. The Local Authority is responsible for commissioning the place. St John's require applicants to have an Education Health and Care Plan (EHCP). For those requiring this, however, it may be necessary in exceptional circumstances to make an emergency assessment placement. Examples of exceptional cases when it may be necessary to make an emergency placement include where a child or young person arriving unexpectedly in the LA exhibits such significant learning or other difficulties as would normally warrant an EHCP. In circumstances like this, a support package and assessment route will need to be agreed before a pupil can start.

When a referral is received from the placing Local Authority, St John's will consider the request and respond in writing. If a decision is taken not to offer a place, clear reasons will be given for that recommendation. The reasons will be expressed in terms of the needs of the child or young person, whether a place is available at the school within the appropriate context (e.g. year group or class) and/or the efficient education of other young people already in situ, so that it is clear why the recommendation is made that they do not meet the published admissions criteria.

Once placement has been agreed, clear and planned transition arrangements are put in place to manage the move. These will be tailored for individual pupils.

Admissions to St John's School are managed by Bedford Borough SEND panel. You can contact Bedford Borough SEND panel on: 01234 228375.

Pupils are admitted throughout the year depending upon availability of places within the appropriate class group.

Parents or carers who feel that their child may benefit from education at St John's are welcome to make contact with the school and arrange to visit. You can do this by contacting the school office on 01234 345565, or emailing sjs@biltt.org.

Exit Criteria

An interim review will be called if the pupil indicates that they need support different from that that can be offered by St John's.

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

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 St John's in the child's EHCP or asking the Tribunal to name St John's, St John's agrees to be bound by the decision of the Tribunal on any such appeal.

Where 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 statement, St John's will admit the child to the school.

Related Policies and Procedures

- Equality and Diversity Policy
- SEN Policy