



Maplefields Academy

Admissions Policy

Accountability: Trustee Committee: Full Board of Trustees SLT: J Walker	Ratified by: Full Board of Trustees
Revised Date: November 2025	Name: Howard Reid
Ratified Date: 24 th November 2025	Signed: <i>Howard Reid</i>
Review Date: November 2026	Date: 24 th November 2025
	Chair of Trustees: Howard Reid

Introduction

Maplefields Academy is a special school for pupil's ages 5 – 19 years with Social, Emotional and Mental Health difficulties (SEMH). It has a capacity of 114 students across the school. In the Primary area the students are grouped based on need. In year 7 the students are taught in year groups and after they are taught in years 8/9 groups, 10/11 groups depending on need.

All admissions will be determined by the Local Authority in accordance with the 'SEND and Disability Code of Practice', July 2014. Students must have an Educational Health and Care Plan with an identified SEMH need in order to qualify for placement at Maplefields Academy.

Consultation with the school will be in accordance with these documents, before the Local Authority makes a decision about a placement. Pupils are admitted whose EHCP identifies arrangements for pupils with severe social, emotional and mental health. The Governing Boards aim to provide a secure learning environment, which is able to meet the individual needs of each pupil.

Admissions

The Senior Leadership Team in discussion with the Governing Board will consider each referral individually in accordance with the school's aims and objectives. Students offer of placements are dependent on availability of places within the appropriate year group and whether the student's needs can be met by the Academy. All decisions are made in collaboration with all stakeholders and take into consideration not only the needs of the referred student but the needs of all other students at the Academy. If all parties are in agreement that the placement is appropriate for the student, arrangements are made by the Academy and the LA for an agreed admissions process and starting date. Admissions take place throughout the year, ideally at the start of each new term.

The parents/carers and student are invited to come into Maplefields Academy for a visit and a meeting with an allocated member of the Senior Leadership Team. All visits take place during the school day, allowing for parents/carers and student to be able to have a full experience of the Academy's learning environment.

When it is agreed that the pupils' needs can be met at Maplefields, the school will contact the Education, Health and Care Officer. If it is felt after consideration, that the child's needs cannot be met at Maplefields, the reasons are put into writing and shared with the Education, Health and Care Officer.

If places are available no child will be refused admission if the stated criteria has been agreed unless staff and The Governing Board believe that Maplefields are unable to meet the pupil's needs as described in the EHC plan.