



Hambling View School Admission Policy/ Arrangements

Ratified by Chair of Govs.

Signed by

Date 22nd January 2026

Date	01.12.2025
Review Date	01.12.2026

Introduction

Hambling View has developed and published these Admission Arrangements to help explain the admission application process clearly and comprehensively, so that parents and children are suitably informed when considering a preferred Special school. Every admission application received will be administered in a fair and equitable way, in strict accordance with published policy and practice.

Range of Provision

Hambling View provides education for 14 pupils who are primarily drawn from the BANES area but can also be drawn from other local authorities. To apply for a place at Hambling View your child must have an EHCP and needs that appropriately match the designation of the school (Complex Needs) and the place must be applied for via the Local Authority Consultation Process and agreed by the Local Authority.

Each student's needs are carefully and sensitively addressed, so that within the context of a well-developed curriculum, all of our students are fully included.

Our students have a range of learning difficulties including, language, communication, sensory difficulties, physical disability or emotional.

Applying for a place

Students will normally join the school at the beginning of the academic year; however, the local authority may consult the school for a place at any point in the year and students may join us mid-year. We encourage parents/carers to contact or visit the school prior to stating a preference.

Following contact with the school, we ask parents/carers to request that their Local Authority apply to us on their behalf for a place at our Hambling View setting.

Each application for a place is considered on an individual basis and in accordance with section 39 Children and Families Act 2014.

The students' Local Authority will be responsible for consulting with Hambling View in respect of places. Given the complex nature of the students, it is vital that we have all records associated with the education of the student (see below).

Hambling View expects to receive the following records as part of the consultation process. (If the young person resided in another Local Authority, we will require the reports as completed by that Local Authority):

- Consultation letter from LA.
- A copy of the EHC Plan
- Educational Psychologist reports
- School reports including classroom observations
- Safeguarding Information
- Most recent annual reviews
- Relevant medical reports
- School, Health and social Care Information
- Any, and all, reports completed by the following agencies: Speech and Language, Occupational Therapy, CAMHS, Social Care, Youth Offending service, Clinical Psychologists, Psychiatrists
- This list is not exhaustive.

The school Headteacher will consider each consultation prior to making a response, and in all cases, this will comply with the 15-calendar day requirement as set out in the SEND Code of Practice 2015.

Should more information be required, the Headteacher may conduct an observation of the student in their current setting or seek further information from the family or professionals involved. Should this require an extension to the 15-day period then this will be formally requested in writing.

New student induction

When a place has been confirmed:

- Hambling View will send out an admission pack for the parent/carer to complete and return. The fully completed pack must be returned at least a week in advance of the start date.
- The SENCO/Student Support lead will be the point of contact for parents/carers.
- The SENCO/Student Support lead will develop a transition plan and agree this with the parent/carer, the existing placement, if any, and the placing local authority and, if appropriate, the student.

Change of Placement

- When professionals and parents /carers agree that a change of placement is needed, a review will be called and the EHCP will be amended.
- If Hambling View can no longer meet the student's needs or provide what is stipulated in Section f of a plan a review will be called and the EHCP will be amended.
- Permanent exclusion in response to a serious breach (one off), or persistent breaches, of the Behaviour Policy may result in a change of placement.