



MARY ELLIOT ACADEMY

Admissions Policy

Version: **2**

Ratified by the Board of Trustees

Signed by the Board of Trustees: **July 2025**

To be reviewed annually: **July 2026**

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1. Introduction

- 1.1. Mary Elliot Academy has its own admission authority and meets all the mandatory provisions determined by 'The School Admissions Code' and 'School Admissions Appeals Code' written by the Department for Education, both codes are available from www.gov.uk/government/publications/.
- 1.2. Mary Elliot Academy is commissioned by Walsall SEN Team. Further details are available from Educational Development Centre, Pelsall Lane, Rushall, Walsall, WS4 1NG or online at <https://send.walsall.gov.uk/>

2. Procedures and Protocol

- 2.1. All students admitted to the Academy will have an Education, Health Care plan (EHC) already in place; whether this be in draft or finalised format and will be between the ages of 11 and 18.
- 2.2. The academy accepts students with a wide range of SEN, which includes Severe Learning Difficulties, Profound and Multiple Learning Difficulties, Sensory Impairment and Autistic Spectrum Condition.
- 2.3. On occasions requests are received from Local Authorities to take pupils as part of the Education, Health and Care plan (EHC) process on an assessment placement basis. This will be for a six week period in the first instance and is subject to review in line with availability of places and resources, as well as the efficient and safe operation of the Academy.
- 2.4. Occasionally the academy will be approached by other Local Authorities to take pupils whom it is viewed that Mary Elliot Academy can meet the needs of outside of Walsall Borough. As an academy we reserve the right to judge whether the students needs can be appropriately met at our provision. Once Mary Elliot has been deemed as an appropriate setting, relevant care packages for the student will need to be agreed on before the student is able to be placed on roll.
- 2.5. The academy will receive formal requests for placements from the Local Authority. The academy will consider each case on individual merits to ensure the student's needs will be best met within Mary Elliot Academy and that the Academy has the space, staffing and

resources to accommodate the student within its existing operational organisation.

- 2.6. Parents/carers, prospective students, their teachers and supporting professionals are advised to and are welcome to visit the Academy by prior appointment.
- 2.7. Academy staff may make visits to both the student's school and family. When appropriate, staff will be supported by medical colleagues and translators.
- 2.8. Once admission has been agreed by the Headteacher, the academy may visit the new student in their existing placement.
- 2.9. The Academy may offer transition sessions prior to admission, and is able to arrange phased entry into Academy life if applicable.
- 2.10. All students admitted to Mary Elliot Academy must adhere to the Academy Attendance Policy and Academy Code of Conduct. Failure to do so may result in Mary Elliot Academy removing students from school role.
- 2.11. The number of commissioned places at Mary Elliot Academy is 140.

3. Changes

Description	Date	Page	Section
Requests to LGB changed to requests to academy to reflect current procedure.	25.03.25	3	2.5
Dates removed from commissioned places – commissioned number to be updated as needed	25.03.25	4	2.11