



**Cabot**  
Learning  
Federation

Lime Hills Academy  
Admissions Policy  
for the 2024/2025  
Academic Year



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**Date Approved:**  
**Approved By:** Academy Council  
**Review Frequency:** Yearly  
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## 1 Policy Statement

- 1.1 The purpose of this policy is to make clear the admissions process to Lime Hills Academy
- 1.2 The Cabot Learning Federation (CLF) adheres to the statutory requirements and the principles outlined in the School Admissions Code [DfE 2021], which all academies are required to adhere to via the Funding Agreement between Lime Hills Academy and the Secretary of State.
- 1.3 More information about the CLF can be found on the website as follows: [clf.uk](http://clf.uk)
- 1.4 The policy covering admissions for Post 16 students across the federation is not contained in this document. Please visit the Cabot Learning Federation website to view details of Post 16 provision and the relevant admissions policies.
- 1.5 Lime Hills Academy is a Special school in North Somerset Local Authority for pupils with SEMH.

CLF is the main admitting authority. We follow the LA processes. Admission is by consult only. All students must have an EHCP.

Lime Hills Academy has pupil admission number of 65 full-time equivalent (FTE) places. This number is based on our new provision being completed. We are currently in temporary accommodation across two sites (secondary and primary).

- 2024-25: 42 Secondary Places (Year 7-11) and 12 Year 5/6 places in Temporary Accommodation.
- 2025-26: (Year 1 - Year 11) 65 Places in New Build.

## 2 Admissions Criteria

2.1 The following criteria for admission apply:

- All pupils admitted will have an Education Health Care Plan that is shared with the Academy at consultation stage. Occasionally pupils are admitted whilst the assessment for their plan is being finalised.
- The school caters for pupils aged 9 to 16.
- Pupils can be admitted at any age providing there is space in the appropriate class and that the additional pupil will not cause detriment to the safety, learning and well-being of the class. The needs of the pupil will be considered alongside the needs of the class and the whole school population alongside the ability of the school to meet the pupils' needs.
- At times staff will need to develop new skills in order to meet the complex needs of an individual pupil; at these times we may negotiate a deferred admission date in order for us to plan and prepare for the new pupil to have a smooth transition into school and then to settle swiftly.
- Admission will depend upon the number of places available, and the type of place required. A balanced intake is necessary to continue to provide high quality education for the school population.

- Parents are welcome to contact the Academy to arrange for an informal visit whilst they are deciding which school is the best for their child. If this has not happened, then the commissioning Local Authority will ask the school to arrange for the parents to visit. They will be met and introduced to the school by our SENCO/ Deputy Head; this will include a tour of the school and talking with many of our staff team.
- The prospective pupil will need to visit the school as part of our assessment process of identifying needs and assessing suitability for a place. If such a visit is likely to cause a child too many anxieties, then we would arrange to visit them in their current setting, which may be an educational or home setting.
- Using the draft or final Education Health Care Plan the commissioning Local Authority will formally consult with the Academy Council on both the placement and the top-up value. At Lime Hills this consultation process is delegated to the Principal who will keep the Academy Council informed of new admissions. If the local authority/parents require information on why a pupil is not suitable for admission to Lime Hills, this will be provided, and the Chair of Academy Council informed.
- We will contact previous educational establishments and professionals involved with each pupil for context information and visit them in their current placement if practicable.
- Transition arrangements will be planned carefully and will be bespoke for each child.
- Our SENCO will invite parents/ carers prior to admission to explain their child's medical and care needs and from this a Care Plan will be drawn up. Health Care Plans are drawn up when we have written reports from relevant Health Professionals. This information will be shared with other staff in the school so that we can plan and prepare carefully for a child's successful transition into Lime Hills.
- The final offer of a place will be made by the commissioning Local Authority when they name Lime Hills Academy on the Final Educational Health Care Plan.