



Cloughwood
Academy

Admissions Protocol

Committee Responsible	Review Frequency	Approval	Next Review Due
Cloughwood Academy LGB	Annually	Approved by LGB 24.09.2025 and ratified by E&S 01.10.2025	24.09.2026

Contents

1. Admissions Protocol.....3

2. Post 16 Admissions.....5

1. Admissions Protocol

Selecting a school for your child is a daunting process and we realise how important it is to feel that your child is in a school which is able to meet their needs and to know that your child is receiving the best possible opportunities to be successful and fulfilled. The following document has been designed to offer all stakeholders a clear and transparent insight into the protocol we follow when we receive a consultation for admission to Cloughwood Academy. We are committed to following the process set out in this document in full

Placements at the Academy will be processed in the first instance by the Cheshire West and Chester SEN Team who will continue to name Cloughwood Academy in the Education Health Care Plan (EHCP) of Cheshire West and Chester pupils who they feel would benefit from the offer we provide.

Prior to an EHCP being issued parents of prospective pupils will be asked to make a preference of a number of schools. When Cloughwood Academy is consulted about a placement for a child with an EHCP we aim to satisfy our admissions protocol within 15 days. However, if consultations are made during school or public holidays it may not always be possible to complete the process within this time constraint.

Admissions Protocol:

- 1) On receipt of a consultation the SLT will give careful consideration to any supporting documents and decide if the individual meets the profile for admission.
- 2) If the SLT decide that the individual does meet the profile for admission and there are available places in the particular year group, an appointment will be made for parents and the child to visit at their earliest convenience.
- 3) Where a potential placement would cause the school to exceed commissioned places or the capacity of the class the child would be educated in, the SLT will decide if the potential risks and detrimental implications of the placement can be mitigated sufficiently to continue with the consultation. The SLT will have final decision on placements which cause Cloughwood Academy to exceed commissioned places or the capacity of the class the child would be educated in and reserve the right not to proceed with

a consultation when there are no available spaces, and the potential risks and detrimental implications of a potential placement cannot be effectively mitigated.

- 4) During their visit parents and the child will have the opportunity to tour the Academy. Further discussion with all parties will take place during the visit, to ascertain whether or not Cloughwood Academy is best placed to meet their child's needs.
- 5) After the visit has taken place, the Head Teacher will respond to the consultation by emailing the CWAC SEN Team, setting out whether the SLT feel that Cloughwood Academy is a suitable educational placement for the individual.
- 6) Once parental preferences have been collated, the SEN team will contact the Head Teacher to discuss a potential placement and agree on a suitable level of funding.
- 7) When the SEN team and all other parties are in agreement that Cloughwood Academy is the placement that will meet the needs of the individual concerned, then Cloughwood Academy will be named in the EHCP.
- 8) Assuming that Cloughwood Academy still has available places in a particular year group, the process will begin for that pupil to be admitted. This process will usually consist of a second visit for parents and child to the school, which will be a further opportunity to speak with members of the SLT and to collect admissions documentation and information such as uniform, times of the school day and timetables.
- 9) After this visit, and once completed admissions documentation has been received by the Academy, the SEN team will work with the parents/carers to organise any transport arrangements and a start date will be agreed once transport is in place.
- 10) Transport arrangements will be made in the time between the second visit and the pupil's first day at school.

- 11) In-year admissions are less frequent but may happen and should follow the same protocol described above.
- 12) Applications from Cheshire East (CE) can be processed through the CWAC SEN Team and are always taken as a priority over placing authorities from further afield. All consultations coming from other Local Authorities should come through the CWAC SEN Team and not directly to Cloughwood Academy. Cloughwood SLT will have final decision on the placement of pupils from outside of CWAC.
- 13) Cloughwood will keep CWAC informed as to the number of available places.
- 14) For Post-16 places, Cloughwood Academy will always give preference to pupils already on the school roll, irrespective of the placing authority. Consultations to the sixth form will follow the same protocol as that for pupils being admitted to Key Stages 2, 3 and 4.
- 15) Consultations for admissions to the sixth form for students not attending Cloughwood Academy will come via the CWAC 16+ SEN Team.
- 16) Pupils attending Y11 at Cloughwood Academy will indicate their preference to accessing post 16 provision at Cloughwood Academy via the Y10 an Y11 annual review process.

2. Post 16 Admissions

Pupils enrolled at Cloughwood Academy will express their preference for accessing post-16 provision at the academy through the annual review process conducted in year 10 and 11. Priority for post-16 placements at Cloughwood Academy will be given to pupils currently enrolled at the school, regardless of their local authority placement. The consultation process for our post-16 provision will adhere to the same procedures as those for pupils being admitted to Key Stages 2, 3, and 4.

For pupils not currently attending Cloughwood Academy, consultations regarding post-16 options will be coordinated through the CWAC 16+ SEN Team. When considering applicants from outside Cloughwood Academy, careful assessment will be made of their attendance and behaviour in their previous educational setting, as

well as their special educational needs and disabilities (SEND). The Admission Authority will make the final decision regarding the placement of pupils from outside CWAC.