Our vision is that all pupils at Littlegreen Academy will grow to be confident adults who communicate well, so that they can live healthy

Littlegreen Academy
Admissions Statement

Scope:	Academy Policy
Author:	Principal
Name of Responsible Officer:	Chief Executive Officer
Approving Committee:	Trust Board
Statutory Basis:	Yes
Requirement to publish on website:	Academy
Date Reviewed:	February 2026
Date Ratified	23rd March 2026
Review Period:	Annually
Next Review Date:	February 2027

Admissions

Admissions to the academy is arranged by the Local Authority after consultation has taken place between the parents/carers, the academy, and other appropriate professionals. The wishes of parents/carers are one of the most important factors in the whole process of the admission of pupils to Littlegreen Academy. Parents/carers are welcome to visit informally prior to this, and are encouraged to do so before accepting the statement of educational needs. All applications for admissions are considered by the West Sussex Admissions Panel.

General

Littlegreen Academy receives requests for pupil places from the Special Education Needs department of West Sussex LA (SENAT). The pupils concerned have an Education Health and Care Plan (EHCP). The requests will include pupils residing in West Sussex LA and pupils who live in other authorities who have requested SEN provision in West Sussex.

The academy has an admissions panel which meets as required. The criteria for admissions are as follows:

- Can the educational needs of the pupil as outlined in the Education, Health and Care Plan (EHCP) be met?
- Is the academy currently resourced to meet the educational and non-educational needs of the pupil as outlined on the EHCP? If not, the academy will enter into dialogue with the LA to establish a time scale for the resources to be provided.
- Is there a vacancy in the class groups appropriate for the pupil's chronological age and development stage?

Following the recommendations from the panel a response is made to the LA. If the place is agreed in principle by the LA panel, a letter is sent out from the LA to parents/carers inviting them to visit the academy unless they have already visited. All parents/carers are welcomed and given an overview of the whole academy and then taken to see the appropriate parts of the academy, for their child's requirements.

Parents/carers may be accompanied by a friend, relative or advocate, a professional who has been supporting them or a member of staff from the current education provider.

Transition

Before starting at Littlegreen Academy, arrangements are made for the pupil to visit and if they are attending another school, communication links are established. A member of staff will visit the pupil at home and/or at their current placement or school and integration arrangements will be made to suit both the schools, the family and the pupil.

Transport

When the letter confirming placement at the academy is issued by SEN at the LA, it states whether or not the child / young person could qualify for home/school transport. The parent/carer should then contact transport themselves to be assess / ultimately receive transport. If a parent/carer is unsuccessful / their initial letter states that they aren't entitled but do need transport, the academy will typically support an appeal and help the parent/carer with this process.

Transport is arranged for those pupils meeting the criteria, by the WSCC transport team for pupils to and from their homes. Where necessary passenger assistants are provided to

support pupils as well as any special seating. The WSCC transport team keeps parents/carers informed of travel arrangements. Health and Safety issues are given high priority and are closely monitored by the WSCC transport team. It is the responsibility of parents/carers to see their child safely to the vehicle in the morning and to be at home to receive them in the afternoon.