



Snowflake School

‘Improving the quality of family life’

Admissions to Snowflake School Policy

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This policy aims to:

Explain **how to apply** for a place at the school.

Set out the school's **arrangements for allocating places to the pupils** who apply.

Policy Statement

Snowflake School is an Independent School and therefore is not bound by the School Admissions Code December 2014 (Updated December 2015). However, we seek to follow the general principles of the code and to comply with all relevant legislation, e.g., Equality Act 2010 Human Rights Act 1998 and School Standards and Framework Act 1998.

Criteria

To apply for a place at Snowflake School a pupil must have a *primary* autism diagnosis as well as have or the intention of obtaining, an Education Health and Care Plan.

Procedure

Parents/carers and/or LAs initially consult with the school. Snowflake School consists of a Primary site in Earls Court and a Secondary site in Acton. Local Authorities should write directly to the Head Teacher to request a pupil placement. The pupil's Education Health and Care Plan with supporting paperwork should be sent with the request.

- The Headteacher will respond to the LA (Local Authority) on papers or will request further information.
- A visit will be arranged by the family to the school.
- School will indicate whether a place is available.
- Once an application or consultation agreement has been received from the Local Authority or the funder, the Senior Supervisor will arrange for an assessment of needs which will normally be led by an ABA/VB Supervisor. This may take place in either or both the pupil's current school, in their home, online or at Snowflake School.

Snowflake School is an independent school with fees normally covered by the relevant local authority.

The offer of a place is subject to:

- A vacancy being available.
- Snowflake School having the resources to meet the child's needs.
- That the pupil's attendance would not adversely affect the education of others.
- Appropriate funding being secured.

Admission Arrangements

An offer of a place will be made in writing and is valid for 1 month, after this time the place may be given to another pupil.

Snowflake School admission arrangements clearly set the criteria that will be applied if there are more applications than places at the school. If the school is undersubscribed, all applicants will be offered a place should the school assessment confirm that the needs can be met, and that funding of the school fees is confirmed.

Admissions are possible at any time during the school year subject to availability of places.

In the event of intake at the beginning of a school year where places are becoming available due to existing pupils leaving, the school publishes the Published Admission Number (PAN) on the school website. When oversubscribed (if there are a greater number of applications for placements than the PAN), the Headteacher will rank applications in order against the oversubscription criteria below.

Admissions

Snowflake *Primary* site is registered for a maximum of 18 pupils.

Snowflake *Secondary* site is registered for a maximum of 24 pupils.

If the number of available placements is oversubscribed, then the following criteria will be applied.

Oversubscription criteria

The Headteacher sets out in their arrangements the criteria against which places will be allocated at the school when there are more applications than places and the order in which the criteria will be applied.

Our aim is for oversubscription criteria to be reasonable, clear, objective, procedurally fair, and comply with all relevant legislation, including equalities legislation. The Headteacher will ensure that the arrangements will not disadvantage either directly or indirectly, a pupil from a particular social or racial group. Admission arrangements include an effective, clear, and fair tiebreaker to decide between two applications that cannot otherwise be separated.

A waiting list will be established – oversubscription criteria.

1. Pupils named by the Local Authority on a first come first served basis.
2. Pupils living within no more than one-hour normal travel time to Snowflake School will have priority.
3. Pupils meeting both the criteria above will have the greatest priority.
4. Pupils with sibling at the school

Monitoring arrangements

This policy will be reviewed and approved by the trustees every year.

Revision

Version Update	January 2025
Review due	January 2026
Reviewed By	Sumen Starr
Approved by Board of Trustees on	February 2025