



Snowflake School

*‘Improving the quality of family life’*

# Admissions to Snowflake School Policy

## Contents

This policy aims to:.....	2
Policy Statement .....	2
Criteria.....	2
Procedure.....	2
Admission Arrangements.....	3
Admissions .....	3
Admissions Procedure.....	3
Oversubscription criteria.....	4
A waiting list will be established – oversubscription criteria. ....	4
Fees .....	5
Meeting Pupil’s Needs .....	5
Monitoring arrangements.....	5
Revision .....	6

## 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 diagnosis of Autism Spectrum Condition (ASC) as a primary area of need 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 Earl's 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 Head Teacher 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 Assistant Head Teacher will arrange for an assessment of needs which will normally be led by an ABA/VB Class Lead. 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 pupil'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.

### Admissions Criteria

1. Prospective pupils must have a primary diagnosis of autistic spectrum condition (ASC).
2. Any additional diagnoses of either learning disabilities or medical conditions must be assessed on an individual basis, to determine whether or not the school will be able to meet the child or young person's needs.
3. All prospective pupils must have an Education, Health and Care Plan (EHCP).
4. All prospective pupils must be within the age range of 5-17 years inclusive. All children and young people will be included within an appropriate peer group. Priority may be given to prospective pupils who 'best fit' the existing class or group. It would not be appropriate to place any child or young person if they lacked an appropriate peer group.
5. Parents of all prospective pupils must agree to support the principles of Applied Behaviour Analysis (ABA) as implemented throughout the school and be prepared to work in partnership with the school for the best interests of their child.

## Admissions

Snowflake *Primary* site is registered for a maximum of 19 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.

## Admissions Procedure

Placement applications are normally submitted by the child's Local Authority. The school works with numerous Local Authority's that are within their geographical region. The Local Authority is expected to make all relevant papers relating to the prospective pupil available to the school to enable an informed decision to be taken as to whether the placement would be appropriate.

Parents are able to make direct enquiries to the school, regarding suitability and capacity to admit. However, all requests for placements must come through the formal consultation process.

If it would appear from initial paperwork from the Local Authority that a placement at Snowflake School may be suitable for the prospective child, the following procedure will ensue:

1. Information about the prospective pupil will be added to the pupil waiting list.

2. Parents will be required to complete the pre-admission phone call interview questionnaire about their child.
3. One or more members of the school's team, will visit the prospective pupil either in their own home or at their current educational setting.
4. The school will seek to discuss the child or young person's needs with their current placement and the related professionals within their team.
5. Following assessment of the prospective pupil, a recommendation is made, either to offer or decline a place, by the Senior Leadership Team. This responsibility is delegated to the Senior Leadership Team by the school's Board of Governors.
6. If the placement is agreed by the Senior Leadership Team, a formal offer is made in writing, to the pupil's Local Authority, subject to funding being agreed.
7. The school is only able to admit a pupil if there is a place available in a suitable class and with an appropriate peer group.
8. Once the place has been accepted in writing, the school will move forward with the placement when a space is available.
9. When a start date has been established the school will develop an individualised transition plan for the pupil's integration into the school. Pupils will usually attend the school part time whilst transitioning into the school.
10. Prior to entry, parents will be required to read and sign documentation relevant to health needs, administration of medicine, consent for photos etc.

## Oversubscription criteria

The Head Teacher 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 Head Teacher 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.

Once a pupil has a place on the waiting list, their place on the list is secure regardless of any future pupil applying for a place at the school.

In the event that the number of applications for places under consideration at the same time is in excess of the number of places available, priority will be given based on:

Pupils living within no more than one-hour normal travel time to Snowflake School.

Normal travel time will be determined based on google-maps expected travel times by road, at times appropriate for arrival at and departure from school, between the student's home address and the relevant school site.

Home address will be taken as the address listed on the student's EHCP or other relevant clinical documentation if no EHCP exists.

Where a student lives between two addresses, for instance when living part time with each parent at different addresses, the further of the two addresses will be used.

1. Pupils with sibling at the school. For the purpose of admissions, the school defines sibling as including full and half biological siblings, step siblings, foster siblings and adopted siblings.
2. Looked After Children or previously Looked After Children
3. Children of staff of the school.

## Fees

Fees are paid by the funding Local Authority. Snowflake School may consider private pupils subject to the above admissions criteria, in which case, the parents will be required to sign a contract of agreement with the school. All fees are subject to VAT. Fees will increase annually by the percentage of RPI in the August preceding the start of the school year to which the fees apply. Any acceptance of a place includes an agreement to pay this increased rate of fees.

## Meeting Pupil's Needs

The suitability of placement and continued ability to meet each pupil's needs as set out in their EHCP are reviewed at each annual review. There may be occasions where the school no longer feels they are able to meet the pupil's needs and would recommend a change of placement at this point. In this instance the school will work with families and Local Authorities to identify alternative appropriate provision.

## Monitoring arrangements

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

## Revision

Version Update	March 2026
Review due	March 2027
Reviewed By	Sandra Wright
Approved by Board of Trustees on	March 2026