Our vision is that all pupils Redwood Park Academy will be confident communicators, who are growing to be more independent, so that they are happy and healthy young adults who make positive contributions to their community

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
Reviewed:	February 2026
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Admissions

Admissions to the academy is arranged by the Local Authority after consultation has taken place between the families, the academy, and other appropriate professionals. The wishes of families are one of the most important factors in the whole process of the admission of pupils to Redwood Park Academy. Families are welcome to visit informally and are encouraged to do so before accepting the final EHCP.

General

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

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 statement be met?
- Is the academy currently resourced to meet the educational and non-educational needs of the pupil as outlined on the statement? 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 families inviting them to visit the academy unless they have already visited. All families are welcomed and given an overview of the whole academy and then taken to see the appropriate parts of the academy, that match their child's requirements.

Families 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 Redwood Park 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 school following which transition 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 the SENAT department at the LA, it states whether or not the child / young person could qualify for home/school transport. The parent/carer should then contact the transport department themselves to be

assessed. If a parent/carer is unsuccessful or 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 local authority for pupils to and from their homes. Where necessary passenger assistants are provided to support pupils as well as any special seating. The LA's transport department keeps families informed of travel arrangements. Health and Safety issues are given high priority and are closely monitored by the Transport department. It is the responsibility of families to see their child safely to the vehicle in the morning and to be at home to receive them in the afternoon.