

Ormiston Kensington Queensmill Academy

Admissions Policy

Summer 2025



Next Review: Summer 2026

Introduction

The academy collaborates closely with the Bi-Borough (RBKC and Westminster) Special Educational Needs (SEN) department to ensure that all students admitted meet the academy's criteria:

- An Education, Health, and Care Plan (EHCP)
- Academic performance significantly below age-related expectations

Although Royal Borough of Kensington and Chelsea and Westminster (the bi-borough) is the home borough, the academy also considers consultations from other Local Authorities.

Admission Process

1. Referral & Initial Review

- a. The local authority (LA) submits the child's documentation (including their EHCP and other relevant reports) to the academy for review.
- b. The Head of School assesses whether the academy can meet the child's needs based on the submitted documents.
- c. If the academy determines that it cannot adequately support the child's needs, the LA is informed, and the consultation does not proceed further.

2. Assessment & Observation

- a. If the Head of School believes the academy can meet the child's needs, this is communicated to the LA's SEN panel.
- b. Should the panel wish to proceed, they will request an assessment visit by OKQA to observe the child and confirm suitability.
- c. A senior leader from the academy (e.g., the Head of School or another designated staff member) will visit the child's current setting, observe them, and consult with relevant professionals.

3. Final Decision & Admission

- a. If the academy confirms its ability to meet the child's needs, the LA is notified, and arrangements for admission are made.
- b. If the academy is at full capacity, admission cannot be offered, as this would compromise the safety and quality of education for current students.
- c. The final placement decision is communicated to the LA, and parents/carers have the opportunity to accept or decline the offer.

Transition to OKQA

To ensure a smooth transition, the academy implements a tailored transition plan in collaboration with the child's parents/carers and their current school (if applicable). This may include:

- School visits
- Social stories
- Personalised photo books
- Other support strategies guided by the child's individual needs

Our goal is to create a seamless and supportive transition, making the move to OKQA as comfortable as possible for the child.