

Admissions Policy

THE HUB SCHOOL



Policy Owner:	Executive Headteacher	
Approved by:	Local Governing Board	Date: 1 st October 2026
First Adopted:	January 2025	
Last reviewed on:	September 2026	
Next review:	July 2027	

Contents

1. Pupils with an EHCP
2. Admission Criteria and Arrangements
3. Referral Routes
4. Admission Eligibility Criteria
5. Admissions Criteria/Priorities for when placements are limited
6. Admissions Procedure
7. Appeal Arrangements
8. Funding of places
9. Pupils without an EHCP

1. For Pupils with an EHCP

The Hub School (SEMH Provision) is designated for pupils whose primary special educational need has been assessed as Social, Emotional & Mental Health Difficulties. The school has 114 planned places and the school will admit a pupil where it is named in a pupil's Education Health and Care Plan (EHCP).

The age range of pupils is currently 9-16 years of age, with key stage places structured as follows (*please note numbers are indicative, and may vary slightly each academic year):

Key stage Number of pupils

EYFS 0

KS1 (5 -7yrs) 0

KS2 (7-11yrs) 12

KS3 (11-14yrs) 54

KS4 (14 -16 yrs) 48

Total 114

1.2. Prior to naming the school on a child's EHCP, a Local Authority must fully consult with the school in line with its statutory obligations.

1.3. Places at The Hub School (SEMH) are funded in line with the High Needs Block Operational Guidance: [High needs funding - GOV.UK](#). Where children have additional needs, this will be defined by the school and agreed by the commissioning Local Authority.

1.4 The Hub School is named as the school on the child's EHCP and The Hub School will record daily attendance in line with DfE Statutory Guidance for maintained schools, academies, independent schools and local authorities August 2024 and The School Attendance (Pupil Registration) (England) Regulations 2024

2. Admission Criteria and Arrangements

2.1. Places can be taken up at the start of the school year, though there may be capacity limitations or additional challenges faced at certain times of the year, and this may be deemed inappropriate or unreasonable to admit at this point. Admissions are generally only agreed if an EHCP has been completed, and the needs of the child have been clearly defined in line with the school's designation.

2.2. In exceptional circumstances, and in line with the Special Educational Needs Code of Practice (2015), the school may consider assessment placements to support a Statutory Assessment.

2.3. Consideration will always need to be given to the numbers in - and profile of - each year group.

3. Referral Routes

3.1. Parents/Carers who wish to consider a place at the school for their child should contact their Local Authority SEND Assessment Team for guidance on relevant procedures

3.2. All EHCPs should incorporate clear and accurate description of needs together with appropriate funding to meet those needs. However, when this does not occur the school will negotiate, with the commissioning Local Authority, for the appropriate level of bespoke funding for the placement to be viable and sustainable. A formal review of the EHCP will be requested if needed.

Fair Access Protocol

We participate in East Riding of Yorkshire Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

4. Admission Eligibility Criteria

4.1. The school is suitable for the child's age, ability, aptitude, disability and assessed special educational needs;

4.2. The child has an EHCP indicating "Social, Emotional and Mental Health" as a primary special educational need;

4.3. Parents and/or the child have expressed a preference for the school or in cases of dispute, the local authority has agreed with the school to name it in the EHCP;

4.4. The child's placement in the school is compatible with the efficient education of others and is suitable for the child's age, ability, aptitude and needs, as set out in the EHCP

4.5. The commissioning local authority provides top-up funding in line with the assessed needs of the child's educational, behavioural (including any additional supervisory requirements), medical and care needs and is relative to the cost to the school for delivering a support package which enables at least good provision to be in place

4.6. The appropriateness of the resource required for children with challenging behaviour or complex medical needs have been considered alongside the needs of the existing year group and within the overall context for the school.

5. Admissions Criteria/Priorities for when placements are limited

In the event that the school receives more applications than the number of places it has available, priority will be given to looked-after children and all previously looked-after children who apply for a place at the school.

5.1. The placement allows for efficient use of school resources;

5.2. An EHCP is in place which fully assesses the child and quantifies required provision.

6. Admissions procedure

6.1. Parents/Carers, SEND assessment teams or Educational Psychologists from Local Authorities, Headteachers (or assigned staff) from other schools/AP's, may contact the school directly to arrange a visit; however, it is Local Authorities who assess needs and commission places at the school, therefore:

6.1.1. Parents/Carers wishing their child to be considered for a place are advised to contact their Local Authority SEND service;

6.1.2. The commissioning Local Authority will consult with the Headteacher (on behalf of the Multi Academy Trust) regarding each pupil they consider potentially suitable to request a place for;

6.1.3. The Executive Headteacher (or staff with delegated responsibility) will consider the suitability of the school's provision in addressing the needs of the child and consider the needs of existing pupils on roll;

6.1.4. The Local Authority and the Executive Headteacher (or staff with delegated responsibility) will come to a decision about placement and any reasonable steps necessary to ensure the admissions criteria can be met;

6.2. Once a placement has been agreed, new pupils visit school with their parents/carers to plan a transition into school.

7. Appeal Arrangements

7.1. The SEND Code of Practice entitles parents to appeal to the SEN and Disability Tribunal if their home LA refuses to name their school of choice in the EHCP or the named school refuses to offer a place.

7.2. The Hub School, as part of The Education Alliance, will always ensure that the commissioning Local Authority are kept informed when the school is considering refusing an admission. The school will be clear with the Local Authority about the reasons underpinning a potential refusal which, by law, must relate directly to

the suitability of the placement for the age, ability, aptitude or SEN of the child or young person, or to concerns

that the placement would be incompatible with the efficient education of others, or the efficient use of resources

7.3. Where a parent is unhappy that the school is considering refusing admission, the school, Trust and Local Authority will consider any reasonable steps that could be taken to address identified concerns before a final decision is made. Parents must be informed that if they wish to appeal, the grounds for an appeal must be set out in writing.

8. Funding of Places

8.1. Local Authorities commission and fund places for pupils at the school based upon identified needs established through a Multi-Agency Statutory Assessment that are costed and recorded in an EHCP.

8.2. The Education & Skills Funding Agency provides some core funding for an agreed number of planned places, but it is commissioning Local Authorities that are responsible for ensuring that funding is appropriately matched to needs identified in EHCPs

8.3. The school have an agreed contract with the East Riding of Yorkshire council which sets out provision and expectations, including funding, which is reviewed at agreed periods by both parties (typically each academic year).

9. For Pupils without an EHCP

For children who do not have an EHCP, we are able to admit pupils in two different ways. We have 20 Key Stage 3 places and 60 Key Stage 4 places.

Key Stage 3 pupils can attend our Welton school site for up to a term and a half on a 'dual-registered basis with their current mainstream school.

Key Stage 4 pupils can attend throughout Key Stage 4 on a full-time basis through our Vocational Pathway.

Both these routes must be accessed through referral of a mainstream school (not directly by parents/carers).

We have a Service Level Agreement (SLA) with referring schools which outlines the educational offer, as well as obligations around registration status, funding and return to mainstream (if applicable).

Please see our website [Welcome to The Hub School - About](#) for further details about our Key Stage 3 (Welton School) and Key Stage 4 (Vocational Pathway) offer.