



Lakeside School

Learning for life

Admissions Policy January 2026

Admission to Lakeside is determined by Hertfordshire Local Authority, and follows the issue of an Education Health and Care Plan. Parents are fully involved in all stages of their child's assessment, and their views, together with the views of all professionals concerned are taken into account and admissions made on the advice written in the child's statement.

In 2012 the Local Authority re-designated all SLD schools so that they are officially designated for pupils with Severe Learning Difficulties, Profound and Multiple Learning Difficulties and pupils with Autism.

All pupils attending Lakeside require an EHCP. However occasionally pupils may be admitted on an assessment basis pending the completion of the process. Such a placement would be made with the full agreement of the LA and the parents and ensures that the child benefits from education while the procedure is completed.

Lakeside accepts pupils from the age of two. Pupils are admitted on a part time basis until they reach compulsory school age. They are entitled to two days at age two, rising incrementally an extra day each year.

Students remain at the school until a suitable leaving date after their 19th birthday. As the majority of students go on to attend a course at a further education college the usual leaving date is at the end of the summer term, for a September start at college. Where students move on to day centres or health establishments, which have year long intakes, the student could leave at the end of the term in which they are 19. Any student can leave school once the statutory school leaving age has been reached.

Herts Local Authority is the placing authority and it is their decision as to whether a child receives a place at Lakeside. Headteachers from the relevant schools sit on the

decision-making group – the Provision panels. This has helped to give schools greater involvement in the placing process.

In line with the LA transport policy children are admitted to their most local school unless there are any other issues. Parental wishes are considered as well as the views of the schools in areas such as staff expertise, class dynamics and the pressure of numbers.

The Banded model of funding originally introduced in April 2008 has no bearing on placements.

The local authority has produced new guidance on admissions to special schools. This will enhance the current guidance with more specific criteria based on attainment. This is the link to the current document: <https://www.hertfordshire.gov.uk/microsites/local-offer/media-library/documents/policies-and-procedures/admissions-guidance-specialist-provision.pdf>.