

# Ormiston Queensmill Academy

## Admissions Policy



Summer 2025

Next Review: Summer 2026

## ***Introduction***

The academy collaborates closely with the Hammersmith and Fulham 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
- A formal diagnosis of autism

Although Hammersmith and Fulham 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 OQMA 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 OQMA***

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
- Personalized 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 OQMA as comfortable as possible for the child.