



Statutory Policy: Yes	Reviewed by the Curriculum Committee:	26/06/2025
Source: LBC, The Key & LZW	Ratified by the Full Governing Body:	10/07/25
Policy to go on website: Yes	Review Cycle/ Date:	Annually/ Summer 2026

Amended by	Date	Amendment & Comments
HD	08.01.25	Brought policy forward by 1 term for approval
HD	08.01.25	Increased PAN noted
HD	08.01.25	Wording removal: <i>on the recommendation of the Early Years Provision Panel when the place will be deemed to be an assessment placement</i> LZW proposes to only accept pupils with EHCPs, bringing us in line with Luton's other special schools. The financial & management/ administration impact of admitting & educating non-EHCP-ed pupils is no longer sustainable in the current budgetary and workload climate. Impact is LZW will no longer be involved in Early Years panel (these children don't have EHCPs)
HD	08.01.25	Added criteria for placement including reasons for non admission
HD	08.01.25	Added appeals information

General Information

Lady Zia Wernher (LZW) School is a Primary community special school (2 sites – Stopsley and Leagrave) maintained by the Luton Authority (LA). The school educates children between 2 and 11 years of age. LZW School admits pupils with severe learning difficulties (SLD) and profound and multiple learning difficulties (PMLD) and additional needs such as Autistic Spectrum Disorders, Physical Impairment, Communication & Language Impairment, Social Emotional and Mental Health needs, Medical Needs and Hearing and Visual Impairments.

The governing body of the school is responsible for determining and administering the policy relating to the admission of pupils to the school. The Governing Body is guided in that responsibility by the requirements of the law, their understanding of the school's purpose and consultation with the Head Teacher and Local Authority.

Having consulted the LA and others in accordance with the requirements of the law, the Governing Body has agreed the planned admission number to increase from 240 to 265 pupils from September 2025.

In accordance with the provisions of the Education (School Government) Regulations 1999, the Governing Body has delegated responsibility for determining admissions to the Head Teacher.

Admissions Process

LZW School will admit a pupil where they are named in a Local Authority (LA) Education Health Care Plan (EHCP) and are specifically organised to meet the needs of pupils with Special Educational Needs and Disability (SEND).

LZW School and Luton Local Authority's Special Educational Needs Assessment Team (SENAT), has produced a designation outlining the needs of the pupils for which they can best provide, the curriculum to be offered and structure of the school day.

Prior to naming the school in an EHCP, the LA will have consulted with the Headteacher in line with their statutory obligations to ensure the placement is appropriate to the needs of the child.

On rare occasions a child may be placed at LZW school whilst an assessment for an EHC Plan is carried out; this will only occur following a request from the Special Educational Needs Assessment Team (SENAT).

Arrangements

Pupils usually join the school at the start of the school year, but by arrangement with the Headteacher, can access places at other times of year. Consideration will be given to the numbers in and the profile of each Key Stage and current cohort.

Eligibility Criteria

The school can meet the pupil's special educational needs and difficulties.

The pupil to be admitted has a significant degree of learning difficulty, and the learning difficulty presents as the main barrier to learning and that there is significant multi-professional evidence to that effect.

The pupil's placement is not compatible with the efficient education of the other children with whom the child would be educated.

The placement is an efficient use of resources.

The LA has named the school in a pupil's EHC Plan.

Access Prior to Entry

Professionals wishing to visit the school should contact the school.

A visit by the pupil and parents/carers would also be considered appropriate; parents/carers should contact the school. A simple virtual tour of the school is available on the school's website to facilitate families who are unable to visit and this will be brought to the attention of families who are seeking a place.

Responsibilities & processes

LZW School will make accurate provision for children with the appropriately designated needs. School will comply with its legal and moral obligations. Inaccurate placements at school will be avoided.

Those charged with seeking and administering placements of the schools will be aware of the process of admission.

Placement at the school is only available through a referral from a commissioning local authority. Places will not be offered to independent applicants.

Any consultations from out of county will be directed to Luton's SENAT to administer.

Parents wishing their child to be placed at LZW school should contact their Local Authority in the first instance. LZW Headteacher has commissioned SENCo/ School leadership & Admin team to administer the admissions process for LZW school

Placement at LZW school will be by referral from the SENAT to the Headteacher, acting on behalf of LZW School, who will consider the potential suitability of the pupil to the school profile and giving consideration to those pupils currently on role.

The Headteacher will use the information within the EHC Plan and attached papers to inform a decision as to the suitability of the pupil for placement at the school taking account of the eligibility criteria described above and should inform the SENAT within 15 school days of receipt of the referral.

The Code of Practice entitles parents to appeal the decision of the school or the Local Authority to the 'SEN and Disability Tribunal' should a placement not be made available.

Transfer between school phases will be considered in line with statutory obligations. LA SENAT administers this process.

Appeal Arrangements

The SEN Code of Practice entitles parents to appeal to the SEN and Disability Tribunal if their LA refuses to name their preferred school in the EHCP.

For additional information regarding admissions:

[Luton Local Offer](#)

[Luton SENDIAS](#)

[Luton SENAT](#)