



Admissions Policy

Approved by:	Lisa Lane	Date: January 2026
Last reviewed on:	January 2025	
Next review due by:	January 2027	

Rationale

Thomasson Memorial School is a Special School for Deaf children aged 2-16 who have a diagnosed hearing loss. The admission policy has been drawn up in order to ensure that children are admitted to the school in a fair and systematic manner.

Principles

- The admissions authority for the school is Bolton Council.
- Consultation for a place at Thomasson takes into account parental wishes, Bolton Council's Admissions Guidance and the SEND Code of Practice.
- Thomasson may accept pupils with needs in addition to deafness such as learning difficulties, delay, social, emotional, mental health support, sensory or physical impairment provided that the **main need is their hearing impairment** and that meeting their needs is compatible with others on roll.
- Thomasson caters for deaf children who need a spectrum of communication approaches.
- Consideration is given to children irrespective of their audiograms so that the child's needs and functioning are prime considerations rather than medical criteria.

Procedures

- Thomasson acts as a regional resource and welcomes pupils from many Local Authorities in addition to Bolton.
- Applications are made by the Local Authority where the child is resident. These cases will then be considered by the Head teacher.
- Information concerning the pupil will be forwarded to the Head Teacher by the LA requesting a place.
- The Head Teacher will visit the pupil in their current educational placement if appropriate.
- The school will be consulted by the child's Local Authority and will make an assessment about whether or not needs can be met within the framework of the SEND Code of Practice.
- Assessment for suitability of placement is based on:
 - The child's Education Health and Care Plan and other supporting documentation e.g. annual reviews, professional reports.
 - The school's own knowledge of the child on a school visit.
 - Discussion with parents and carers about their child's needs.
- The information concerning the pupil will be reviewed by those to whom it has been circulated and the suitability of placement at Thomasson discussed by those who have received the information.
- In cases where there are concerns about the child's placement or there are issues which need to be resolved prior to placement, further discussions will be held prior to any subsequent placement.
- In cases where all those receiving the pupil's information are agreed that placement is appropriate placement arrangements to admit will be instigated immediately.
- Following agreement, a Bolton SEN Officer will proceed to process the necessary paperwork, transport, etc. In cases where the pupil is from another LA the SEN Officer will inform the LA that the child can be admitted to Thomasson Memorial School.

- Parents seeking a place at Thomasson for their child will be advised of the procedures and of the need to contact their Local Authority. They will be advised of their right to appeal to the Special Educational Needs and Disability Tribunal (SENDIST).

Assessment Placements

- There may be occasions when the school admits a child with a hearing impairment on an assessment placement in order for the child's needs to be determined. This might include assessment of very young children or older pupils who have recently arrived in the UK for whom the process of drafting an Education, Health and Care Plan has not been completed.
- Children will only be accepted on assessment placements at the request of the placing LA and the agreement of the admitting LA and the Headteacher.
- The school will contribute an assessment report to inform the drafting of an Education, Health and Care Plan.
- If the result of the assessment suggests the child is best educated in an alternative placement the school will work collaboratively with others to ensure a phased and supported transfer.

Starting at Thomasson

- Admissions to Thomasson can start at any time by agreement with the placing local authority and parents/carers.
- When a start date has been agreed parents of new pupils will be given a welcome information pack containing key information about the school, practical guidance and support available.
- Parents and carers are encouraged to accompany their child to school on the first day to meet key staff and complete all admissions paperwork.
- For admissions to nursery, parents will be invited to a pre-placement meeting. Nursery children typically attend on a part time basis and build up their hours of attendance as a planned, phased introduction to school.
- If children have needs in addition to deafness for which specialist arrangements are required, a planning meeting with parents and professionals will be held prior to admission.
- The school will initiate contact with previous placements and external professionals to ensure a smooth transfer of information which will support the change of school.

This Policy is reviewed yearly and monitored by the Head teacher and Governors.