

## **Admissions Policy**

### **Rationale**

The Castle School is a maintained Community Special School. The admissions process is managed by West Berkshire Local Authority (WBLA).

### **Aims**

- To clarify the school's admission criteria
- To clarify the school's admission procedures

### **Admissions Criteria**

Students who attend The Castle Special School must have an Education, Health and Care Plan (EHCP). We operate two provisions. Castle @ Newbury (a special school for children aged 4 to 19 who have complex learning needs) and Castle @ Theale (a special provision for children aged 11 to 16 who have Social, Emotional and Mental Health needs)

The Castle School caters for students with a wide range of learning needs and disabilities. Primarily students attending the Castle @ Newbury:

- Will have significant difficulty accessing the National Curriculum
- Will present as having complex learning difficulties and communication difficulties
- Will require structured support to develop more age appropriate skills
- May, in addition to the above, have profound and multiple difficulties including medical needs.
- May also have a diagnosis of autism

Students who attend the Castle @ Theale provision:

- Will have Social, Emotional and Mental Health (SEMH) needs and Autism

All students at The Castle School will have a degree of vulnerability that will make attending a mainstream setting inappropriate. This could include:

- Physical vulnerability
- Emotional vulnerability
- Social vulnerability

Additionally, their needs will cause them to require provision that may include:

- Access to trained specialist staff
- A curriculum based on communication
- Individualised teaching based on multi-sensory approaches
- Intensive speech and language support
- A highly structured school day
- Access to a personalised programme of support

## Admission Procedures

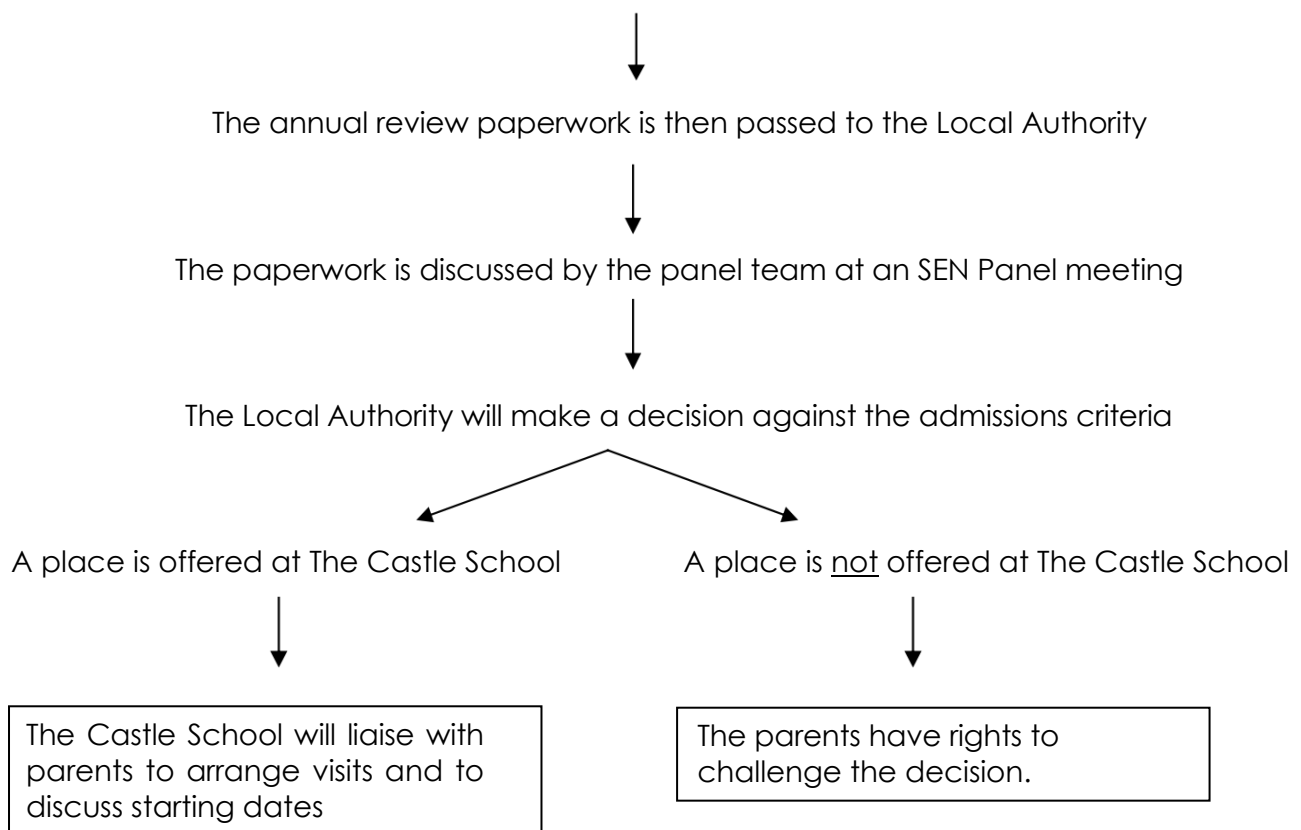
The Castle School very much welcomes visits from parents who wish to see our facilities and find out what we do. We arrange parent tours each term. Parents should email the headteacher on [headteacher@castle.w-berks.sch.uk](mailto:headteacher@castle.w-berks.sch.uk) to ask for a visit.

Admissions to The Castle School are managed by West Berkshire Local Authority (N.B. pupils attend our school from other local authorities (LA), including Hampshire, Reading, Oxfordshire and Wiltshire – but the admissions are still handled by West Berkshire).

In order to apply for a place, the following procedure should be observed:

At the annual review Parents make a request to have Castle School named in their child's EHCP (the request should specify whether the place request is for Castle @ Newbury or Castle @ Theale).

(if you are in an LA outside of West Berkshire Local Authority then that your will make a decision on appropriateness of placement first before passing the paperwork on to WBLA)



## Initial Assessment for EHCP

A request for a placement could be made at this stage

## **Equal opportunities**

The school welcomes all applicants who meet the Admissions criteria regardless of age, ethnicity, gender, social circumstances, disability or sexuality.

Admissions Policy

## **Rights Respecting Schools**

This policy adheres to the principles of the United Nations Convention of the Rights of the Child (UNCRC) specifically articles: 3, 4, 5, 6, 12, 16, 23 and 28.

**Last review: Spring 2026**

**Next review: Spring 2027**