



Lawrence House School

Admissions Policy

Document Reference	Admissions Policy
Publication Date	September 2025
Review Date	September 2026
Approved Headteacher	Philip Davies
Approved Chair of Governors	Tony Nolan

1. Introduction

Lawrence House School is an independent secondary school attached to QPC (Quality Protects Children), a group of care homes in the Liverpool and Knowsley area for young people aged 11 – 19 years.

A number of young people living in homes within the group – Lawrence House, Wayside, Derby Cottage, Bluebell Cottage and Nzuri House are registered at the school. Others may attend external educational facilities, depending on the individual needs of the young person.

The Head Teacher and Managers of the homes work closely during the referral process, and both will have reviewed the needs of each young person prior to them being admitted ensuring that the placement is the right one, for both the home, the school, and the young person.

2. The Entry Procedure

Lawrence House School is an independent secondary school for young people with special educational needs. Many of our students display social, emotional and mental health difficulties. Some have other learning difficulties, and a number have been identified as being on the autistic spectrum. Additionally, student histories are of very low or non-attendance at school, have considerable behavioural difficulties and can be particularly challenging. Once a referral is made, all relevant information will be gathered about the student to form a clear picture of the strengths and needs of each student, to inform curriculum planning and ensure the correct support is put in place.

Young people will join at varying stages of education, and all will follow a differentiated and personalised learning programme, tailored specifically to their needs. Students may or may not have an Education, Health and Care (EHC) Plan but all will have their educational progress closely monitored by their Key Worker at the home, Learning Leads at the school and their Social Worker.

3. Equal Treatment

Our young people join us from a diverse range of backgrounds. This enriches our community and is vital in preparing our students for today's world. Lawrence House School is committed to equal treatment for all, regardless of a young person's gender, gender reassignment, sexual preference, pregnancy, religious beliefs or expression, race, ethnicity, age or disability or social background.

4. Special Needs

We do not discriminate in any way regarding entry. We welcome students with special educational needs, and our staffing levels are adjusted to suit each young person's particular requirements. Many of our students have an EHC Plan and we work with Local Authorities to ensure the plan is fully met. We welcome students with physical disabilities and will endeavour to make any adjustments necessary for them to access our facilities. We fully discuss each young person's specific requirements with social workers and carers/parents prior to their entry to the school to ensure that their needs are fully met upon arrival.

5. The Assessment Process

The Head Teacher and teaching staff, with specialisms in literacy and numeracy, will assess each young person fully upon joining the school. This will help determine the level at which the young person is performing and will aim to identify both strengths as well as any areas of weakness. This information will then be used to plan an appropriate personalised curriculum.

6. How to Apply

Referral Process

Admission to Lawrence House School is through a referral process linked to placement in one of our associated QPC children's homes (Lawrence House, Wayside, Derby Cottage, Bluebell Cottage and

Nzuri House).

Referrals can be made by:

- Local authority social workers
- Independent Reviewing Officers (IROs)
- Virtual School Heads
- Other professionals involved in the care planning process

Application Timeline

Once a referral is received:

- The Head Teacher and relevant Home Manager will review all information within 5 working days
- A meeting will be arranged with all relevant parties to discuss the young person's needs
- A decision on admission will be made within 10 working days of receiving complete information
- Where appropriate, a transition plan will be developed to support the young person's move to the school

Emergency Admissions

In exceptional circumstances, where a young person requires an emergency placement in one of our homes, we will work with the placing authority to facilitate a same-day or next-day admission to school where this is in the young person's best interests.

Contact for Admissions Enquiries

For all admissions enquiries, please contact:

Head Teacher: Philip Davies
Lawrence House School
Tel: 0151 949 5690
Email: phil.davies@qpconline.co.uk

Age Range and Capacity

Lawrence House School admits young people aged 11-19 years (Key Stages 3, 4 and Post-16). Our capacity is determined by the number of places available across our associated children's homes. We maintain small class sizes to ensure personalised support for each student.

7. Fluency In English

Fluency in English is not a requirement of an offer of place at Lawrence House School and other methods of communication can be utilised in cases where a student is unable to make themselves understood verbally. For students with English as their second language, EFL lessons can be arranged.

8. Religious Beliefs

Lawrence House School does not select for entry on the basis of religious belief, and we offer the opportunity for all young people to practice their own faiths, and these beliefs are discussed with the school community.

9. Removal From the School Register

The nature of Lawrence House School and its link to specific children's homes means that removal from the school register would be very unusual. However, a student may be removed from the school register in the following circumstances:

- The young person has been registered at another school

- The young person has moved to a placement outside our catchment area and it is no longer practical for them to attend
- The young person has ceased to be of compulsory school age and has left the school
- The young person has been permanently excluded (in accordance with our Behaviour Policy)
- The young person has died
- The young person has not returned to school for 20 school days after an authorised absence and both the school and local authority have failed to locate them
- The placing authority has confirmed in writing that the young person will no longer be attending the school

In all cases, the school will:

- Notify the local authority within 5 days of removing a student from the register
- Provide the local authority with the student's full name, date of birth, parent/carers contact details (if known), and the grounds for removal
- Work with the local authority to ensure continuity of education

This is in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended) and the DfE guidance 'Children Missing Education' (2016).

10. Children Absent from School

As all children on the register of Lawrence House School are also resident at QPC children's homes, information about a child's whereabouts would be made available to the school. If a child is missing, a place would normally be kept open if the placing authority required it.

11. Protection Of Your Personal Information

Lawrence House School is committed to protecting the personal information of all students, parents/carers and those involved in the admissions process.

All personal information disclosed during the application and admissions process will be:

- Processed in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018
- Stored securely and only shared with those members of school staff, home staff, and relevant professionals who need access to it as part of their role
- Retained in line with our Records Retention Schedule
- Used only for the purposes of assessing suitability for admission, planning appropriate support, and meeting our statutory duties

For full details of how we collect, store and use personal information, please see:

- Our Data Protection Policy
- Our Privacy Notice for Students and Parents/Carers

These documents are available on our website or on request from the school office.

Parents/carers and students have the right to:

- Access the personal information we hold about them
- Request corrections to inaccurate information
- Request deletion of information in certain circumstances
- Object to processing in certain circumstances

For any queries about data protection, please contact the Head Teacher.

12. Complaints

If You Are Unhappy With an Admissions Decision.

Given the unique nature of Lawrence House School and its link to QPC children's homes, admissions decisions are made collaboratively with placing authorities and care professionals in the best interests of the young person.

If a placing authority, parent/carer, or professional disagrees with an admissions decision, they should in the first instance:

1. Contact the Head Teacher to discuss the concerns
2. Request a review meeting with the Head Teacher and relevant Home Manager to reconsider the decision

Formal Complaints

If concerns cannot be resolved through discussion, a formal complaint may be made following our Complaints Policy, which is available:

- On our school website
- On request from the school office (Tel: 0151 949 5690)

The Complaints Policy sets out a clear three-stage process for raising and resolving complaints.

Independent Review

If a complainant remains dissatisfied after completing the school's complaints procedure, they may refer their complaint to the Department for Education if it relates to the school not meeting the Independent School Standards.

Further information is available at: www.gov.uk/complain-about-school

13. Safeguarding

The safety and welfare of our students is our highest priority. All admissions decisions are made with safeguarding considerations at the forefront.

As part of the admissions process:

- We will review all safeguarding information provided by the placing authority and previous educational settings
- We will ensure appropriate risk assessments are completed where necessary
- We will work with social workers, Virtual School Heads and other professionals to ensure a safe transition to our school
- We will ensure all necessary safeguarding measures are in place before a young person starts at the school

All staff at Lawrence House School receive regular safeguarding training and follow our Safeguarding and Child Protection Policy, which is available on our website and on request.

Our Designated Safeguarding Lead is: Philip Davies

If you have any safeguarding concerns about a young person during the admissions process, please contact the Designated Safeguarding Lead immediately.