



# Admissions Policy

## 2025 - 2026

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# Contents

		Page
1	Aims	3
2	Admissions Process	3
3	Monitoring Arrangements	3

## 1. Aims

This policy aims to:

- › Explain how to apply for a place at LAMP
- › Set out LAMP's arrangements for the allocation of places

## 2. Admissions process

**\*LAMP does not accept referrals directly from parents.\***

Places at LAMP are allocated according to the following process/es

LAMP's referrals process is open for places, throughout the academic year.

### **Option 1 – school or LA (EOTAS) (pre 16) referral**

- Referrer (school/LA) contacts LAMP via [referrals@leamingtonlamp.co.uk](mailto:referrals@leamingtonlamp.co.uk)
- LAMP sends referral and risk assessment paperwork to the school/LA to be completed.
- Referrer completes paperwork and returns it to LAMP, via the referrals email, along with any supporting paperwork relevant to the referral e.g. EHCP.
- LAMP reviews all the referral paperwork
- If further consultation between the school/LA and LAMP is required, then this will happen before a place is agreed.
- Once LAMP is happy, they are an appropriate setting for the student, and can meet the needs of the student, then a place will be offered.
- The student then starts at LAMP
- LAMP is not named on the student's EHCP

### **Option 2 – Local Authority referral (Post '16)**

- The Local Authority send a consultation out to LAMP via [referrals@leamingtonlamp.co.uk](mailto:referrals@leamingtonlamp.co.uk)
- LAMP reviews the consultation and returns it to the local authority within 15 days saying, whether LAMP can meet the needs of the young person.
- If further consultation between the LA, and LAMP is required, then this will take place before a place is agreed.

- Once LAMP is happy, they can meet the needs of the student, then a place will be offered.
- Then a place will be offered and LAMP will be named on section I of the student's EHCP.
- If a place is not available then the student will be added to LAMP's waiting list

### **3. Monitoring arrangements**

This policy will be reviewed at least annually.