

Policy	**Admissions**		
Date for Review	October 2027	**Schedule**	Annually
Date agreed by staff	October 2026	**Date agreed by GB**	October 2026

Introduction

Dear Parent/Carer or Guardian,

Thank you for taking in an interest in either **Waterside SEMH (Social Emotional Mental Health) Primary Schoo**l or **King's Oak SEMH Secondary School** including **Oak Lodge**.

Our admissions criteria is set by the Royal Borough of Greenwich as the only maintained specialist schools within the borough. Please check the documentation on our website so you can see the code of practice.

This policy, albeit short, is to enable you to see the routes to access the services offered by both schools and the federation as a whole.

If you have any queries, please do not hesitate to contact Mr Griffiths - Executive Headteacher on 0208 3717659 or via the federation website - imperium.co.uk

Thank you.

How do I apply for a place within the Imperium Federation?

Unlike other maintained schools within the Royal Borough of Greenwich, Waterside and King's Oak's admissions are undertaken via the SEND (Special Educational Needs Department) within the Greenwich.

Applications are discussed at a panel meeting (held regularly throughout the year - the schedule is available on request from SEND Greenwich) where all the evidence presented is scrutinised.

Regardless of whether your child attends a Greenwich school or a neighbouring borough, the process is the same. SEN Departments across all boroughs are aware of the consultation process and as such, all enquiries should be directed through them.

What Criteria is used?

Waterside and King's Oak are both Social Emotional Mental Health (SEMH) schools. Oak Lodge is part of King's Oak and is a therapeutic offer for pupils who already have a placement within King's Oak.

Waterside has several other elements to its provision such as Nook for pupils with an ASD diagnosis primarily in Years 5 and 6 who have found either school or a school based DSP (Designated Specialist Provision) unsuitable for their needs ; Nurture - for pupils who have significant attainment difficulties.

King's Oak (in 2023) opened an additional provision called Oak Lodge, which offers a therapeutic academic bridging provision, so that pupils would transfer into King's Oak.

All pupils must have a diagnosis of SEMH on their application form as well as :

- up to date EHCP (Educational Health Care Plan) or be at the NA2 stage with agreement from the sending LA that it will be converted to a full EHCP
- Annual Review paperwork within the last 3 months
- Emergency Annual Review paperwork (if applicable) within the last month
- Full evidence of interventions undertaken by previous provisions
- Understanding from parent/carer/guardian of the type of school

The following pages have a handy flow chart to demonstrate the access routes:

Waterside
All primary age groups

	My super hero's behaviours are causing difficulties in their current mainstream school and they do not have an EHCP - what can we do?	
If you super hero's behaviours improve, then they can be signed off and the school has all the strategies they need to support them and you.	If the school is within Greenwich, they can refer your super hero to Waterside Outreach. The service assess your super hero in their own school/class and actions support to help them, their class, their teacher and the school as a whole to manage their anxieties and behaviours. As a parent/carer/guardian, you are actively involved within this process and receive regular update meetings with the school and the Outreach team.	
If your super hero has an EHCP with SEMH as a PRIMARY diagnosis, then your school can make a referral to the SEN Department. On admission, we will hold meetings with you and the current provision to ensure that you and your super hero are comfortable and understand the work we will do. We will assess your child and work with you to ensure you are fully informed of the journey ahead. We work hard on helping your super hero with their needs, delivering a personalised curriculum, supplemented with therapies such as music, art and play as well as a variety of interventions to help support them with their Social and Emotional skills. Our driving aim is to return your super hero to mainstream education, if they are able, and we will support both you and your super hero throughout the process.		

King's Oak
Years 7,8,9,10,11

	My son has an EHCP with SEMH but has attended a mainstream primary school. **The school and the SEN Department believe he will find a mainstream secondary school difficult … what can I do?**	
As part of your choices for secondary school placement, you can request for your son to be considered for Y7 at King's Oak. Please speak to your school, admissions and the SEN Department so they can advise.		
	My son has an EHCP with SEMH and has attended a mainstream secondary school but has found it difficult to manage his anxieties and behaviours?	
The school your son is at will have to call an Emergency Annual Review which will be attended by the SEN Officer attached to that school. If all agree, your son's paperwork will be sent to all agreed specialist schools and settings and they will consult on if they are able to (a) meet his needs and (b) have a space available. **King's Oak will turn around a consultation well within the 15 day agreed period so that you as a parent/carer or guardian are fully aware of what we can or cannot offer.** **If your son is offered a placement with us, we will be in contact to arrange meetings with the Head of School, Head of Year and SENDCo so you are confident that we will do the very best to ensure your son leaves us with the qualifications he needs.** **Oak Lodge will be in discussion with the SEN department and King's Oak Head of School and Executive Head. This will be determined on your son's needs.**		