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1. **Statement of intent**

Lokrum Fields is an independent school for academically able students with autism, anxiety and related needs.

Our Admissions Policy has been developed to ensure that all applications are carefully considered and that places at Lokrum Fields are offered in a fair and transparent manner to young people who meet our admissions criteria.

The process of considering each application to assess whether the young person meets our admissions criteria and whether Lokrum Fields can help them to reach their potential is referred to as the Admissions Assessment Process.

Most students at Lokrum Fields receive Local Authority funding in accordance with an Education, Health and Care Plan. We work in partnership with families, Local Authorities and clinical professionals, encouraging open and efficient decision-making in the best interests of each young person.

2. **About our policies**

- 2.1. Our policies have been developed to comply with all relevant legislation and associated guidance. Policies will be updated periodically as necessary.

- 2.2. Our policies are inter-related and are intended to be read, understood and used collectively.
- 2.3. All staff and governors are expected to be familiar with and abide by our policies.
- 2.4. The Office Manager is responsible for ensuring volunteers and visitors are familiar with any policies which are relevant to their involvement and for taking reasonable steps to ensure compliance.
- 2.5. The Headteacher is responsible for ensuring policies are implemented fairly, effectively, and consistently.
- 2.6. The Headteacher is responsible for identifying any training needs in relation to our policies. The Office Manager is responsible for arranging the required training. All staff are expected to engage in continuous learning and ongoing training appropriate to their roles.
- 2.7. The effectiveness of our policies and their implementation is monitored by the Governing Body. Unless otherwise stated, the Governing Body reviews each policy annually.
- 2.8. The Governing Body for Lokrum Fields is provided by Governing for Ambition, an independent community interest company. The Governing Body uses its expertise to monitor the performance of Lokrum Fields and to advise the Proprietor of any recommended actions. Responsibilities assigned to the Governing Body are limited to these advisory and accountability functions.
- 2.9. Lokrum Fields is owned by Wider Ambition Ltd, a subsidiary of Wider Plan Ltd. References to the Proprietor mean a Director of Lokrum Fields or a senior representative from Wider Plan with delegated authority.
- 2.10. The Lokrum Fields Senior Leadership Team (SLT) includes the Headteacher, Proprietor, and any member of staff to whom responsibility is temporarily delegated by the Headteacher or Proprietor.
- 2.11. All references to parents within our policies should be interpreted to include parent carers.

3. Personnel involved in the Admissions Assessment Process

- 3.1. The Admissions Assessment Process is the route through which all applications for a place at Lokrum Fields are carefully and fairly considered.
- 3.2. The Admissions Team, led by the Headteacher, has responsibility for gathering all relevant information, liaising with the family and, where appropriate, the Local Authority, and making recommendations to the Admissions Panel during the Admissions Assessment Process.

- 3.3. The Admissions Panel, typically comprised of a Director and members of the Governing Body, has responsibility for reviewing the recommendations of the Admissions Team, making recommendations for further assessment or information gathering and deciding whether to offer a place at Lokrum Fields, subject to availability of a place and funding.
- 3.4. Lokrum Fields offers integrated on-site therapy in liaison with a team of independent professionals, for example an Educational Psychologist, Occupational Therapist and Speech and Language Therapist. The Admissions Team or Admissions Panel may consider it appropriate to seek professional input from our therapists and other trusted partners during the Admissions Assessment Process. This may include a review of the paperwork or a further assessment of the potential student. Families are asked to support any requests made by Lokrum Fields for an associated professional to meet with the potential student. We will always prioritise the young person's best interests when making any such requests and we will work with families to agree an alternative approach where necessary.

4. Admissions criteria

- 4.1. Potential students will only be offered a place at Lokrum Fields if they meet the following criteria:
- 4.1.1. Have a diagnosis of autism or present with characteristics consistent with autism, or present with Social, Emotional or Mental Health (SEMH) needs such as anxiety, sensory needs or low mood which may be co-morbid with autism.
 - 4.1.2. Have the academic ability to follow an age-appropriate curriculum in the format offered at Lokrum Fields and achieve at average or above-average levels.
 - 4.1.3. Are unlikely to display challenging behaviour at Lokrum Fields which would impact on other students or themselves.
 - 4.1.4. Are considered, at our sole discretion, to be someone who would benefit from attending Lokrum Fields and for whose profile of needs the physical environment, social context, and embedded therapeutic offer are appropriate.
 - 4.1.5. Are considered, at our sole discretion, to be someone whose attendance would not cause unreasonable detriment to existing students.
 - 4.1.6. Are, or are expected to be, eligible for Local Authority funding via an Education, Health and Care Plan or can provide evidence of other means of funding a placement.

- 4.2. Where a potential student has previously, or is currently, displaying challenging behaviour, the Admissions Panel will consider the following: the extent to which this behaviour is likely to be due to unmet needs; the extent to which the Panel is satisfied that similar behaviour would not occur during a placement at Lokrum Fields; and the risks associated with the possibility of such behaviour arising at Lokrum Fields, giving weight to the needs of existing students.
- 4.3. We acknowledge that some potential students may be disengaged from education, have difficulty leaving the home environment, or otherwise be unable to fully participate in the Admissions Assessment Process. If the Admissions Panel has a reasonable expectation that a potential student will become able to engage and attend Lokrum Fields at an agreed frequency within a trial period, non-engagement during the Admissions Assessment Process will not necessarily prevent the offer of a place.
- 4.4. Where a potential student has weaknesses in some areas of the curriculum, or has gaps in their educational history, this will not prevent the offer of a place, provided the Admissions Panel has a reasonable expectation that, with the right support, the potential student will be able to achieve at or above age-related expectations.

5. How the Admissions Assessment Process works

- 5.1. The Admissions Assessment Process commences on receipt of a completed Parental Initial Enquiry Form. This will be available to download from the website or emailed to parents on request.
- 5.2. Where an initial enquiry arises via a Local Authority, we will contact the parents and ask them to complete a Parental Initial Enquiry Form prior to the Admissions Assessment Process commencing. This form includes consent for processing personal information.
- 5.3. Applications are welcome at any time throughout the year for children between 7 and 15 years old.
- 5.4. The Admissions Assessment Process ordinarily follows a staged approach as set out below. A degree of flexibility is maintained in recognition of the individual needs and circumstances of each potential student. Any significant deviation from the standard approach will be carefully considered by the Admissions Panel in advance to ensure the process remains fair.

Initial Enquiry Stages

- 5.5. Stage 1: We aim to contact parents within one week of the Admissions Assessment Process commencing, to arrange an informal phone conversation with the Office Manager.

During this conversation, the Office Manager will provide information to the parents about Lokrum Fields and the parents will be asked to provide information about the potential student. Detailed notes of this conversation will be recorded in the appropriate admissions folder to avoid parents having to repeat the same information later. Following this conversation, we routinely provide parents with links to information about the EHCP process and websites which list other schools, to help parents decide whether they wish the admissions process to continue.

- 5.6. Stage 2: If parents wish the admissions process to continue, the Office Manager will invite them to visit Lokrum Fields outside school hours. At this stage, parents are informed that potential students cannot accompany them on this visit. Potential students are encouraged to become directly involved with the Admissions Assessment Process from Stage 5 onwards. We take this approach because it can be detrimental to show potential students what Lokrum Fields has to offer and then, having raised their hopes, to decline to provide a place. Where a parent believes that there is an overriding reason why the potential student should be allowed to visit at this stage, their request will be referred to the Admissions Panel for a decision. As with Stage 1, we retain detailed notes of conversations and we routinely provide parents with follow-up information and links to sources of advice. If there is any unavoidable delay in making arrangements for a parental visit (Stage 2), then the process may proceed to Stage 3 in the interim.

Admissions Decision Stages

- 5.7. Stage 3: If parents wish to continue with the Admissions Assessment Process, we ask them to provide us with copies of all relevant paperwork about the potential student. We review the paperwork and request clarification and further information, as necessary. If the paperwork indicates that a placement at Lokrum Fields is unlikely to be suitable, the Admissions Panel will be asked to determine whether it is appropriate to end the Admissions Assessment Process at this stage. We believe it is helpful for parents and students for any such decisions to be made as soon as possible.
- 5.8. Stage 4: We contact relevant professionals and previous educational establishments the potential student has attended, to gather any further relevant information. We review all paperwork and records of conversations. We request clarification and further information from parents and professionals, as necessary. All information gathered up to this point is made available to the Admissions Panel at least 2 working days in advance of the Admissions Panel Meeting. The Admissions Team makes a recommendation to the Admissions Panel.
- 5.9. Stage 5: A member of the Admissions Team arranges to meet the potential student and parents informally at the student's home or at another mutually agreed off-site location. These meetings may take place online during the Covid-19 pandemic or where otherwise necessary. The Admissions Team will ask for further background information during this

visit, for example the potential student's interests, strengths, challenges, and views along with any further information requested by the Admissions Panel.

- 5.10. Stage 6: All information gathered during the Admissions Assessment Process up to this point is made available to the Admissions Panel at least 2 working days in advance of the Admissions Panel Meeting. The Admissions Team makes a recommendation to the Admissions Panel. If it is agreed that there is a high probability that a place will be offered, the potential student is invited to visit Lokrum Fields with their parents outside school hours. If the student and parents wish to proceed, the student will then be invited to attend taster days.
- 5.11. Stage 7: Following successful taster days, provided that no significant new information has come to light, a letter will be sent to the parents offering a place at Lokrum Fields, subject to funding arrangements being in place. Where significant new information about the student comes to light after a taster day has been offered, the case will be referred back to the Admissions Panel for further consideration.
- 5.12. Where a potential student requires funding via an EHCP but does not yet have one, the admissions assessment process will be paused at Stage 3 until any reports resulting from the EHC needs assessment become available to Lokrum Fields.
- 5.13. The decision to terminate the Admissions Assessment Process can only be made by the Admissions Panel, the potential student, or the potential student's parents. At any point after stage 2 of the Admissions Assessment Process, the Admissions Team may make a recommendation to the Admissions Panel for the process to be terminated. This will occur at the earliest point at which the Admissions Team considers that Lokrum Fields would not be a suitable school for the young person to attend.
- 5.14. At any stage, the Admissions Assessment Process may be suspended while we await further information. If, after three months of suspension, we remain unable to gather sufficient information to justify proceeding to the next stage and there is no immediate likelihood of the situation changing, the Admissions Team will make a recommendation for the Admissions Assessment Process to be terminated. We will work with families to find solutions to any periods of suspension wherever possible.
- 5.15. Where all information is provided promptly in a complete and accurate form, and where families and the potential student are able to fully engage with the Admissions Assessment Process, we aim to make a decision within six weeks. Timescales will vary depending on factors including: the nature and quantity of referral information; the need to seek additional clarification and advice; the number of applications being processed; the availability of places; and the time of year.
- 5.16. We recognise that the circumstances and needs of young people can change and we welcome re-applications following any significant change.

6. Involving the young person

- 6.1. Lokrum Fields is committed to a person-centred approach. Any stage of the Admissions Assessment Process may be reasonably modified to accommodate specific needs of the potential student. For example, if the parental visit at Stage 2 is delayed or logistically difficult (perhaps due to Covid-19 or because parents wish to visit at the same time as the potential student), we will usually be able to move straight to Stages 3 to 5, so that a combined student and parental visit can occur instead at Stage 6.
- 6.2. Requests for modifications, not described in this policy, to the Admissions Assessment Process will be considered in the first instance by the Headteacher, who will involve the Admissions Panel in the consideration of any modifications which are significant, or which relate to the Admissions Panel.
- 6.3. We recognise that some potential students will want to be fully involved in the Admissions Assessment Process while others may prefer to have little direct involvement. We will work closely with families and be guided by the wishes of the potential student, as recorded during the Admissions Assessment Process. We encourage the direct involvement of potential students wherever feasible, from Stage 4 onwards, and we demonstrably value their input.

7. Communicating with parents

- 7.1. Regardless of whether the initial enquiry has originated from a parent or via a Local Authority, we communicate openly with parents, keep them fully informed and value their views throughout the Admissions Assessment Process. Parents will automatically be copied into any post or email communications and given details of any verbal conversations with Local Authorities about their child and the potential placement.
- 7.2. Any decision of the Admissions Panel will be communicated to parents at the earliest practical opportunity and no later than it is communicated to the Local Authority.
- 7.3. Parents are expected to provide us with complete and accurate information about the potential student and to respond to requests throughout the Admissions Assessment Process in a timely manner. Where information has been provided by a Local Authority, we will discuss it with parents and welcome any additional relevant information which they can provide.
- 7.4. Where the Admissions Panel decides not to offer a place at Lokrum Fields, parents will be invited to a meeting to explain the outcome and we will offer signposting for ongoing support.

8. Liaising with Local Authorities

- 8.1. We use a partnership approach with Local Authorities and encourage prompt and transparent decisions in the best interests of the potential student.
- 8.2. We expect Local Authorities to provide us with complete and accurate information about the potential student and to respond to requests throughout the Admissions Assessment Process in a timely manner.
- 8.3. There is no statutory requirement for Lokrum Fields to engage in any consultation at the request of a Local Authority. In accordance with Data Protection legislation, we will only engage in consultations with the consent of the parents and the potential student (where competent) or where we consider that it is in the overriding legitimate interest of the potential student to do so.

9. Taster days

- 9.1. Where there is a high probability that a place will be offered, the potential student will be invited to attend taster visits to experience a range of activities which occur on a normal day at Lokrum Fields.
- 9.2. Taster days will normally involve at least one visit to engage in activities relating to standard curriculum subjects (Monday to Thursday) and one visit to engage in wider activities, for example outdoor learning or cookery (on a Friday). We recognise that not all potential students will be able to complete a whole taster day. On occasions we may need to arrange visits of varying durations or find alternative ways of enabling them to engage with Lokrum Fields.
- 9.3. All taster days will be carefully planned in liaison with the potential student and their parents, with the aim of ensuring every potential student views their time at Lokrum Fields as a positive experience. Plans will include, for example: providing the parents and student with information about the structure of the day, which members of staff will be supporting them, and the activities, discussing any strategies or aids which would help the student, making arrangements for parents to stay on-site or nearby, and providing the student with photos or video clips to help familiarise them with Lokrum Fields and our staff. Plans will be individualised to meet the needs and preferences of the potential student.
- 9.4. A profile of the potential student will be created with the potential student and their parents and distributed to all staff and on-site professionals in advance of the taster day.
- 9.5. Wherever possible, members of our therapeutic team will be present during the taster days. Their role during taster days is not to conduct further assessments or commence any

therapy; instead, their observations will help inform initial views about any adaptations which may be required at Lokrum Fields to meet the student's needs, how the provision in the EHCP or other clinical reports could be implemented, and how the student's needs appear to present in the context of Lokrum Fields.

- 9.6. If a potential student displays behaviour which is likely to cause distress to other students at Lokrum Fields whilst attending a taster day, the Admissions Team may recommend to the Admissions Panel that the Admissions Assessment Process be terminated. If the behaviour of the potential student is such that their presence on site is detrimental to other students, the Headteacher may terminate the taster day.
- 9.7. Notwithstanding the above, Lokrum Fields recognises that taster visits can be extremely challenging for potential students. The primary purpose of taster days is for all parties to have an opportunity to confirm the Admissions Panel's preliminary view that a place at Lokrum Fields may be suitable for the student. Any concerns which are referred to the Admissions Panel following a taster day will be considered in light of the relevant paperwork and feedback from all parties.
- 9.8. We will seek and record the views of the potential student, their parents, staff, and associated professionals following the taster day. These views will be used to inform our final decision and, in the event of a place being offered, to inform ongoing support.

10. Offering a place at Lokrum Fields

- 10.1. We will only offer a place at Lokrum Fields if we have a reasonable expectation that a place will be available within 6 months, or at the point at which the potential student will be within the Lokrum Fields age range
- 10.2. If we consider that Lokrum Fields may be suitable for a potential student, but a place is not expected to be available within 6 months, the admissions assessment process will be paused after stage 4, until we have a reasonable expectation that a place will be available within 6 months, or at the point at which the potential student will be within the Lokrum Fields age range. If at the end of stage 4, the panel considers that Lokrum Fields would not be suitable for a potential student, the admissions assessment process will be ended.
- 10.3. Any offer of a place at Lokrum Fields is subject to funding being agreed by a Local Authority or being provided through alternative means.
- 10.4. Where Local Authority funding is arranged via the SEND Tribunal process, there is likely to be a delay between a place being offered and the Tribunal decision. The availability of places may change during this period. We will keep parents informed of any significant changes to the likelihood of a place being available.

- 10.5. Where a place has been offered at Lokrum Fields and a parent or a competent potential student wishes to accept the offer, we will endeavour to attend or provide information for the SEND Tribunal process at their request. We cannot guarantee that any member of staff or contracted professional will be available to attend the SEND Tribunal.
- 10.6. We are committed to working closely with parents and prospective students to help them form an informed view about whether to pursue the possibility of a place at Lokrum Fields. Where families consider that an alternative setting would be more appropriate to their circumstances, it is our policy to respect their views.
- 10.7. Where families are in receipt of an offer of a place from such an alternative setting, or expect to receive an offer subject to formalities, we will not proceed with our Admissions Process, including Local Authority consultations.
- 10.8. Where Lokrum Fields has offered a place or otherwise confirmed that it can meet needs, if parents subsequently advise that they are in receipt of an offer from an alternative setting which they consider to be more appropriate, our offer will automatically become void. We will be willing to recommence the Admissions Process in these cases if circumstances change.
- 10.9. Where parents and/or the prospective student hold conflicting views about which setting is most appropriate for their circumstances, we always endeavour to act in the student's best interests. We will not ordinarily decline to consider a placement if at least one parent and, as appropriate, the young person, considers that Lokrum Fields may be suitable for their needs.
- 10.10. If information which could reasonably be considered relevant to the Admissions Assessment Process is subsequently found to have been withheld, we reserve the right to withdraw the offer of a place pending re-assessment.
- 10.11. Parents are expected to disclose any new relevant information which becomes available between a place being offered and the student starting to attend Lokrum Fields. We reserve the right to re-assess offers in light of new information.
- 10.12. It is our standard practice for places to be subject to a three-month trial period. We work closely with families throughout any trial period and on an ongoing basis. The purpose of the trial period is:
 - 10.12.1. To give all students the opportunity to settle in to Lokrum Fields and for their support needs to stabilise.
 - 10.12.2. To give therapists an opportunity to identify any needs which had not previously been documented and make recommendations as to how these should be met.
 - 10.12.3. To agree with the student and their family the need for any ongoing additional support, outside the Lokrum Fields standard offer.

- 10.13. A placement will only be ended after the three-month trial period where the student is having a detrimental impact on other students, for example through their behaviour, or using significantly more than their share of academic or financial resource.

11. Availability of additional provision outside our core offer

- 11.1. During the Admissions Assessment Process, we will identify any provision which a potential student requires which is not included in our standard offer.
- 11.2. We will carefully consider any requirements for additional provision, including whether the provision can be implemented and managed safely and effectively at Lokrum Fields and any potential impact on existing students. We will not always be able to meet requirements for additional provision.
- 11.3. Any agreed additional provision will be offered at an additional cost.

12. Prioritising applications

- 12.1. As a general principle, applications are processed in the order in which they are received.
- 12.2. Where our staff have limited time available, an application which is at a later stage in the Admissions Assessment Process will be prioritised over an application which is at an earlier stage in the Admissions Assessment Process.
- 12.3. An application for a year group in which a place is available will be prioritised over an application for a year group in which there are no current places.
- 12.4. If there is no reasonable expectation that a place will become available in the potential student's year group before they cease to be of an eligible age for Lokrum Fields, we will decline the application.
- 12.5. We reserve the right to refuse to process applications where we have reasonable grounds to believe that the application has not been made in good faith.

13. Admissions for part-time or temporary places

- 13.1. Lokrum Fields provides students with a broad and balanced curriculum which is normally delivered Monday to Friday during term-time.
- 13.2. Our students will ordinarily be registered to attend five days a week. We work closely with students who are in a transition period or whose needs sometimes make it difficult for them

to attend, with the aim of overcoming any barriers to learning and increasing the number of days on which they are able to attend.

- 13.3. Depending on the year group and individual learning path, it is sometimes possible for students to access aspects of the curriculum remotely. There may therefore be occasions where a student is registered full-time at Lokrum Fields but is not expected to attend on-site every day. Any such decisions are made in co-production with students and parents, on a case-by-case basis and will remain under review.
- 13.4. We will consider applications for part-time places, but we ordinarily prioritise applications for full-time places. A part-time place will only be offered if we are satisfied that part-time attendance will not cause unreasonable disruption to other students or require an excessive allocation of our resources.
- 13.5. We will consider applications for short-term places but we ordinarily prioritise applications for ongoing places. A short-term place will only be offered if we are satisfied that it will not cause unreasonable disruption to other students or require an excessive allocation of our resources.
- 13.6. If the timing of applications is such that a short-term or part-time place can be offered without being disadvantageous to anyone who is on our waiting list for a full-time place, an offer of a short-term or part-time place may be prioritised.
- 13.7. Any applications for part-time or short-term places, or Alternative Provision, will follow the same stages as our standard Admissions Assessment Process.

14. Our waiting list

- 14.1. We are committed to allocating places fairly. Decisions are documented and available to Governors to review. As a general principle, places are allocated in the order in which students join our waiting list and no particular cohort will be prioritised.
- 14.2. A student who has joined our waiting list more recently may be allocated a place before a student who has been waiting for longer, depending on factors including:
 - 14.2.1. Which year group has a place available.
 - 14.2.2. Compatibility with our resourcing and the needs of the existing cohort.
 - 14.2.3. Availability of funding.

- 14.3. We reserve the right to vary the number of places offered in each year group. If a student leaves from one year group, this does not necessarily mean that a place will be offered to another student in the same year group.
- 14.4. Our waiting list is managed in good faith. A student will not be kept on our waiting list if there is no realistic prospect of them being admitted. Lokrum Fields recognises that the availability of funding will have an impact on the allocation of places, and that this is beyond parental control. Where there are multiple families in the appeal process for the same place, Lokrum Fields will be transparent about this.
- 14.5. We expect parents and, as applicable, Local Authorities to respond promptly in the event of a place becoming available and to notify us promptly if a student no longer needs to be on our waiting list. If an offer of a place is not accepted within the timescales stated in the offer letter, the place may be offered to another student.

15. Transition

- 15.1. The aims of the transition process are:
 - 15.1.1. The student starts their placement feeling listened to, safe and confident that their needs will be met.
 - 15.1.2. The student feels confident that we will strive to: ensure their engagement and developing attendance feels manageable to them; avoid situations arising where they feel overwhelmed, trapped or under pressure; resolve any emerging issues swiftly; support and enable them to make progress at their own pace.
 - 15.1.3. The student will become familiar with the layout of the building, the daily routine, and the staff and therapists at Lokrum Fields.
 - 15.1.4. The student will become able to travel to and from Lokrum Fields each day, manage transitions at the beginning and end of the school day, engage in activities at Lokrum Fields, and follow the daily routine.
 - 15.1.5. The student will have an established method of communicating their needs, feelings and wishes to Lokrum Fields staff, either directly or through their chosen advocate.
 - 15.1.6. The staff and therapeutic team will develop a fuller understanding of the student's needs in the context of Lokrum Fields and how they can be most effectively supported.
- 15.2. Transition planning will be carried out in co-production with students and their parents. Following the offer of a place at Lokrum Fields and the allocation of funding, a member of the Admissions Team will contact the student's parents to arrange a meeting to plan the transition process. This will include:

- 15.2.1. Developing an initial Ambition Pathway for the student.
 - 15.2.2. Compiling a preliminary student profile.
 - 15.2.3. Identifying any strategies or aids which may make the transition process easier for the student.
 - 15.2.4. Identifying any information which the student would find beneficial to have before their first day at Lokrum Fields and agreeing how best to present this for them.
 - 15.3. The initial transition plans are typically based on a six-week period. We recognise that some students may feel settled at Lokrum Fields more quickly than this and others may need extended transition support.
 - 15.4. Transition plans will be flexible to the changing needs of the student and reviewed at least weekly with students, parents, and staff.
 - 15.5. Documents created at the transition planning meeting will be continuously reviewed throughout the transition process, through communication with the student and their parents.
- 16. Data protection**
- 16.1. Personal information arising during the Admissions Assessment Process will be handled in accordance with our Data Protection Policy, extended as follows.
 - 16.2. Consultation documents received from a Local Authority will often contain sensitive personal information about the potential student and other members of the family. We will only process this information in the following circumstances:
 - 16.2.1. For the purpose of finding contact details for the parents in order to obtain consent for processing.
 - 16.2.2. On receipt of consent from the parents and, where the potential student is competent, consent from the potential student.
 - 16.2.3. In the absence of consent, for the purpose of determining whether it is in the legitimate interest of the potential student for processing to continue.
 - 16.2.4. Following a documented decision by the Admissions Team that processing is in the legitimate interest of the potential student.
 - 16.3. If we do not consider that we have a lawful basis for processing consultation documents which have been received from a Local Authority, we will notify the Local Authority and the parents and we will then destroy any associated personal information.

- 16.4. Personal information received for the Admissions Assessment Process will be used only as follows:
- 16.4.1. With consent or, in the absence of consent, in the legitimate interest of the potential student or their parents, for the purpose of determining whether the potential student is eligible for a place at Lokrum Fields.
 - 16.4.2. With consent or, in the absence of consent, in the legitimate interest of the potential student or their parents, for the purpose of reviewing or updating a decision as to whether the potential student is eligible for a place at Lokrum Fields.
 - 16.4.3. With consent or, in the absence of consent, in the legitimate interest of the potential student or their parents, for the purpose of remaining in touch while the potential student is on our waiting list or for offering ongoing signposting and support to the family following a decision not to offer a place.
 - 16.4.4. For safeguarding purposes in the legitimate interest of the potential student or any other individual or to satisfy legal obligations.
 - 16.4.5. For the purpose of meeting legal obligations or the requirements of Ofsted or any similar regulatory authority.
 - 16.4.6. For statistical and review purposes, including to ensure accountability and compliance with our policies, in the legitimate interest of Lokrum Fields.
- 16.5. Where a competent potential student has conflicting interests with one or more of their parents, we will take a considered approach in compliance with the General Data Protection Regulations (GDPR). Personal information may be processed and shared against the wishes of an individual in circumstances where doing so is in the overriding legitimate interests of another. Safeguarding will always be prioritised.
- 16.6. We may share any personal information arising during the Admissions Assessment Process with any person with parental responsibility. If the potential student (where competent) or either parent objects to personal information being shared, we will aim to identify any overriding legitimate interest and act accordingly.
- 16.7. We may share any personal information arising during the Admissions Assessment Process with the relevant Local Authority and clinical professionals acting on the instruction of the Local Authority. However, if the potential student (where competent) or either parent asks for any specific information to be kept confidential, we will honour this request unless required to share the information by law or unless we assess that sharing the information would be in the overriding legitimate interests of any individual.

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- 16.8. We may share any personal information arising during the Admissions Assessment Process with Wider Ambition staff, Governors, therapists and other contracted or regulatory professionals who have an appropriate Data Protection Policy in place.
- 16.9. If we consider that the objection of a potential student or a parent to the sharing or processing of personal information will prevent us from making a sufficiently informed decision in the Admissions Assessment Process, then the Process will be terminated, and a place will not be offered.
- 16.10. Personal information will be destroyed or deleted within six months of a decision by the Admissions Panel not to offer a place, except to the extent necessary where parents have asked us to keep them informed of events or ongoing support. Summary information may be retained on an anonymised basis.
- 16.11. We request that electronic correspondence in relation to admissions is sent to lokrumfields@widerambition.org to assist with the deletion of personal information following an unsuccessful outcome.