Manchester
Hospital School

Admissions Policy

Document Control	
Title	Admissions Policy
Policy Number	MHS004
Date	September 2026
Supersedes	September 2025
Purpose of the policy	Set out the criteria for admission to Manchester Hospital School
Related policies/guidance	• Equality and Diversity Information and Objectives Policy • SEND Information Report • Section 19 Policy (Manchester City Council) • MHS Reintegration Guidance
Review	Annually
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Under the Public Sector Equality Duty, Manchester Hospital School has due regard to the need to eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010; to advance equality of opportunity between those who share a relevant protected characteristic and those who do not share it and to foster good relations across all protected characteristics. Manchester Hospital School will take into account equality considerations when policies are being developed, adopted and implemented.

All children and young people who attend Manchester Hospital School (MHS) are referred as a result of medical issues that prevent them from attending their home school. We provide education for children and young people aged 4–16 at The Christie, Royal Manchester Children's Hospital (RMCH), Wythenshawe Hospital, and North Manchester General Hospital; for young people aged 9–18 at Galaxy House; and for young people aged 11–18 at the Leo Kelly School. All our provisions follow the same core principle: to reduce the detrimental effect of illness, whether physical or mental, on the education and overall wellbeing of children and young people.

MHS is commissioned by Manchester City Council to support children and young people who are too unwell to attend their usual school. Alongside pupils' home schools, we aim to provide as much education as pupils are medically deemed fit enough to access. This includes hospital bedside teaching, classroom-based teaching, home or community tuition, virtual teaching, or through distance-learning technology such as AV1 robots.

Statutory Framework & Legal Context

This policy operates in accordance with Section 19 of the Education Act 1996 and statutory guidance from the Department for Education: *Ensuring a good education for children who cannot attend school because of health needs*.

Criteria for Admission

At the point of admission to Manchester Hospital School, pupils will:

- Be a resident of the United Kingdom, or be a resident in a country other than the UK where permission has been sought to educate that pupil.
- Be present in hospital for a period of 5 school days or more, or be a frequently recurrent hospital inpatient.
- Be receiving proton beam therapy at The Christie.
- Be an inpatient at Galaxy House.
- Be a Manchester resident 11–16 years of age who is unable to attend their mainstream school due to medical needs or severe anxiety/mental health difficulties, and who has been referred and approved via the Local Authority Section 19 process.

Referral Pathways

Admissions pathways depend on the nature of the pupil's medical needs and provision site:

1. Hospital Ward Inpatient Teaching (RMCH, Christie, Galaxy House, Wythenshawe, NMGH)

- All hospital inpatients are entitled to access education during their stay.
- Referrals for hospital teaching are made directly on-site by clinical staff, medical consultants, or hospital-based healthcare teams when a child is expected to be an inpatient for 5+ school days or is a recurrent patient.

2. Leo Kelly School & Community/Virtual Outreach (Section 19)

- The Leo Kelly School caters to Manchester residents experiencing significant anxiety, mental health difficulties, or ongoing physical medical conditions that prevent mainstream school attendance.
- Referrals for Leo Kelly School **must be submitted directly to the Manchester City Council Admissions Team** via the Local Authority Section 19 referral route (section19@manchester.gov.uk).
- All referrals are reviewed and pathways agreed at the fortnightly Multi-Agency Section 19 Panel consisting of health and education professionals.
- Other Local Authorities may also commission individual places for pupils outside Manchester by direct agreement with Manchester Hospital School and Manchester City Council.

Registration & Reintegration

- **Dual Registration (Leo Kelly School):** Pupils admitted to Leo Kelly School under Section 19 will usually be dual-registered. The home school remains the 'Main' registration, and Manchester Hospital School is recorded as the 'Subsidiary' registration. This ensures the home school maintains ongoing contact, monitoring, and responsibility for the pupil's long-term education and reintegration.
- **Hospital Inpatients:** Hospital inpatients receiving short-term teaching retain their home school registration. Once teaching commences from Day 5 of an inpatient stay (or for frequent recurrent admissions), pupils will also be dual-registered with MHS as their Subsidiary registration to ensure compliance with attendance tracking and educational provision.
- **Single Registration:** In exceptional circumstances where a pupil is not currently on the roll of another school at the point of Section 19 referral, MHS may hold the single/main registration.
- **Reintegration:** MHS provides structured support for pupils reintegrating back into mainstream school after a period of illness, following the MHS Reintegration Guidance to ensure a gradual and sustainable return.