

Admission Policy

Introduction

As a special school we are directed to admit pupils by the LA. The following guidelines should be taken into consideration when admitting pupils:

Main School

- The pupils must have or be in the process of gaining an EHCP (Education Health Care Plan) with specialist provision requested.
- The statement must identify their learning difficulties as being in the general categories of:
 - Profound and multiple learning difficulties
 - Severe communication difficulties
 - Severe learning difficulties
 - Moderate learning difficulties
 - Autistic or on the autistic spectrum
- A place should be available in the appropriate Key Stage group.
- Ensure that the placement of any particular pupil or group of children does not distort the balance of needs catered for within the school as a whole.
- The placement should take into account the needs and rights of existing school/class members. The management of such class/school dynamics is essential to the effective school.
- Any placement should take into account the effective and efficient use of resources.
- Consideration should be given to identified pupils through the SEN panel and subsequently for the school to operate an admission/evaluation procedure to ensure the effective and appropriate placement of pupils
- Involvement of pupils/parents and liaison with SEN officer.
- The KS 1 & 2 / KS 3 & 4 age split will be adhered to as far as possible.
- In collaboration with the Headteacher, a member of staff is responsible for admissions and will liaise with feeder schools/units, the LA and parents to gain as much information on each admission as possible.
- Parents will be requested to visit the school with the pupil before admission can be considered.
- All available reports will be available for inspection before an admission is agreed upon.

16-19 Admission

The LA placements are subject to the same criteria outlined above.

Monitoring Evaluation and Review

This policy will be reviewed as required.

Signed: B Richardson

Date: 12.9.18