



**FIRST STEPS TOGETHER**  
SKILLS FOR LIFE

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# **ADMISSIONS POLICY**

**Date of review : September 2024**

**Date of next review: September 2027**

## **Introduction**

The policy supports the school statement of intent that every pupil should achieve their potential and develop an understanding of and respect for themselves and others.

## **Rationale**

The school will be admitting pupils with moderate SEMH, MLD, SLCN, ASD, Cognitive and Learning, SPLD with an education and health care plan which notes the nature of these difficulties, or an education health and care plan may be in the process of being written. Such difficulties are often the cause or the result of other special educational needs. They may arrive out of difficult life experiences or be the result of a medical condition. Therefore, the school acknowledges that our pupils may, from time to time, exhibit challenging behaviours that vary both in intensity and duration. The range and nature of both the difficulties and needs our pupils exhibit, have and continue to become more complex as does the assessment of these. Thus, it is important that the school seeks to ensure that the admission process accurately identifies the needs of pupils and whether it is possible for the school to meet these both effectively and efficiently.

## **Aim**

The aim of this policy is to ensure that the school admits, as far as is possible, those pupils whose special educational needs can be met effectively and in doing so ensure progress in all aspects of their development.

## **Objectives**

The objectives of the policy are that:

- All concerned will have a clear understanding of the criteria used in assessing the appropriateness of a placement for individual pupils at The School
- All concerned will have a clear understanding of the processes of judging the appropriateness of that placement
- Parents/carers, each pupil and representatives of LA's, social service departments and other interested professionals have clear understanding of the opportunities on offer at The School

- Parents/Carers, each pupil and representatives of LA's, social services departments and other interested professionals understand all key aspects of school life at The School and are prepared to play their part in ensuring the success of any placement

## **Admissions Process**

### **Stage 1**

Referrals made to The School will normally be made by local authorities. A range of detailed information concerning that pupil should accompany these referrals, including any appendices used to write the EHCP, and any pertinent documents to ensure the school is receiving the most up to date information. The school may also speak to the previous education provider, social worker or other professionals involved. Where up to date information has not been provided, the school will seek access to such information as possible including information regarding the individual's Education, Health and Social background. Senior staff will analyse all available information on the pupil to assess whether the pupil meets the admission criteria for the school. The local authority will be advised on timescales at this point as we seek further information. The Head teacher will assess all written information as to whether or not the school can meet the pupils needs based on paperwork, and if so, will arrange for a visit to the school.

### **Stage 2**

The visit may include: - a tour of the school – this may be done virtually if a child is particularly anxious - an introduction to key staff - a discussion with senior staff concerning such issues as:

- The school curriculum
- The prospective pupil's likes and dislikes
- The content of key school policies, including the school expectations for good behaviour and discipline and the physical management of pupils. -
- A discussion about the school's physical intervention strategy.
- An opportunity for each visitor to ask any questions they may have
- Primary aged pupils will, if appropriate, spend a short period of time in their potential classroom.

The aim is to find out as much as possible about the prospective pupil to see if their curriculum needs can be met, and whether their education on site would be compatible with the needs of existing pupils. This involves discussions with both parents/carers and the child. Both parents/carers and the child have to show a willingness for them to attend First Steps Together.

### **Stage 3**

If, following the visit to school, we believe we can meet need based on stage 2, then a member of school staff either from the SLT or the child's perspective tutor or class teacher may arrange a home visit to meet the child and assess how they would fit within the appropriate class group. Stage 2 and 3 may be reversed if it is deemed more appropriate given the needs of the child. It may not always be appropriate to undertake a home visit, in which case a decision will be made based on the information already sought.

### **Stage 4**

If, following these visits, all concerned are agreed that the pupil's needs as outlined in the EHCP or other documentation can be met at the school, and that the young person can be adequately managed with the planned resources available, and that the pupil and parents/carers are committed to the placement, the school will write to the LA offering a place and arrangements will be made for admission.

### **Admission Criteria**

The pupil will fall into the age range for the prospective school of admission, where the school currently operates a curriculum for that age group - The pupil will have an Education, Health and Care Plan, or be in the process of having one written.

The pupil will normally have been assessed as within the average ability range of educational functioning. (In some cases, pupil's levels of ability as measured using psychometric tests may prove difficult. In these cases, the school will base its judgements on its ability to meet needs)

The pupil may have learning difficulties and/or low attainment that are associated with their emotional and behavioural difficulties, but these can be supported within the normal education offer.

The pupil may have one or more specific learning difficulties, such as dyslexia.

The pupil will express a commitment to the placement.

The pupil's parents/carers will express a commitment to the placement. - For all "Looked After Children", there must be permanently named carers and a permanent home base for the pupil, available at any time throughout the year. This placement should be stable and secure. The school cannot be the main residence for any child.

The admittance of the pupil will not be detrimental to other pupils already on the school role.

There is a space available in the pupil's academic year group so their curriculum needs can be met.

**The LA will: -**

Provide the school with all current advice and information concerning the pupil and support the school in seeking further up to date information when requested.

Name the school in Section I of the EHC Plan

Agree contractual arrangements for transporting the pupil to and from school.

Make or sub-contract to the school any arrangements for transporting the pupil to and from school.

Ensure that current social care advice is shared with school.

Make clear any previous risk assessments, such as RAMP, have been fully disclosed before the placement commences.

Ensure all information has been shared, such as information pertaining to behaviour, from previous placements

**ASSOCIATED FORMS**

None

**APPENDICES**

None