

SIDESTRAND HALL SCHOOL



ADMISSIONS POLICY

Procedures for Admission

- All pupils at Sidestrand Hall School are the subject of a Statement of Special Educational Need or an Education Health and Care Plan.
- The Statement or EHCP details the pupil's level of learning, associated difficulties, a diagnosis if relevant and objectives.
- The level of difficulties presented by pupils is often complex and increasingly, wide ranging.
- Admission referral papers and professional reports are provided to the School by the Local Authority asking whether the Sidestrand Hall can meet the needs of the child and if the School has a vacancy in the relevant year group.
- Pupils can be admitted from Year 3 onwards.
- Visits to a pupil's current school takes place, as appropriate, to fully assess the pupil's needs

Parental Visits

The need for a placement in a Norfolk Complex Needs School can be raised through the annual review process at a child's current school or by outside professional agencies. Parents of children with SEND are always welcome to make an appointment to visit the school regardless of their current referral status.

Admissions Selection

Referrals for admissions are collated by the Local Authority Placement Team. The papers are forwarded to the School prior to the main Autumn Term Admissions meeting, usually held in November. Admissions meetings are attended by Placement team admin support, the L.A Officer responsible for SEN and admissions to Complex Needs Schools and Head Teachers. This meeting will establish the number of places available for the next academic year and discuss each referral individually.

If the documentation is not informative enough additional reports can be requested or sometimes visits to observe the pupil are arranged. These are usually carried out by the Senior Deputy Head Teacher.

This is repeated in January and selection is based primarily on the pupil's needs and the availability of an appropriate peer group for the child.

Each Complex Needs School also has a termly admissions monitoring meeting throughout the year with Local Authority Admissions and Placement Team.

The school identifies vacancies on a termly basis.

Any vacancies that remain in the school may be allocated during the year. If vacancies are not filled the Local Authority can take back place based funding.

Sixth Form

Pupils already in the School have a direct transition to Sixth Form if that is considered by all to be the best route for progression. If pupils from other schools wish to apply to our school, a referral has to be made to the Local Authority via the EHCP co-ordinator. This will be discussed at the Autumn Term admissions meeting, along with other school referrals.

Appendices:

- NCC ADMISSIONS TO SPECIAL SCHOOLS
- NCC ADVICE FOR PARENTS

Reviewed January 2017