

SIDESTRAND HALL SCHOOL



ADMISSIONS PROCEDURE

Procedures for Admission

- All pupils at Sidestrand Hall School have an Education Health and Care Plan.(EHCP)
- The EHCP details the pupil's needs under 4 headings – communication and interaction, physical and sensory, cognition and learning and emotional and social. It then describes the provision that the pupil will need and expected outcomes. 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.
- Referrals are made available to Schools via Sharepoint, (an electronic database)
- Pupils are admitted from Year 3 onwards.
- Visits to a pupil's current school takes place, as appropriate, to fully assess the pupil's needs. This is when the information provided is unclear. This cannot be provided for many as we have in excess of 100 referrals each year.

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. The Child's EHCP co-ordinator has to complete a referral form and collate necessary documents to be considered.

Parents of children with SEND are welcome to visit the school but again this has to be carefully managed due to the demand for places. Most parent visits are now on a group basis. Parents are offered a tour of the School usually conducted by Key Stage Leaders. This is followed by an information session usually led by the Head Teacher or Deputy Head Teacher and then there is an opportunity for parents to ask individual questions with a member of the leadership team. Some smaller groups or individual visits may still be necessary due to timescales and tribunals.

The child should already hold an EHCP or the EHCP is about to be issued.

Admissions Selection

Referrals for admissions are collated by the Local Authority Placement Team. Referrals are made available to Schools via Sharepoint, (an electronic database)

The first admissions meeting is held in November. Admissions meetings are chaired by the L.A Officer responsible for SEN and admissions to Complex Needs Schools, the Head Teacher, Deputy Head Teacher and admin assistant responsible for Sidestrand Hall's admissions.

This meeting will establish the number of places available for the next academic year and discuss each referral individually. Priority is given to those pupils at a point of transition to a new school.

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 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 if they become available through the year.

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

In addition to these LA conducted admission meetings, the Head Teacher or Deputy Head Teacher may have a pre-admissions meeting to compare referrals with other Head Teachers. A number of pupils referrals go to several schools. This meeting enables Head Teachers to share opinions on the needs of the pupils, agree to visit pupils and, to a certain extent, prioritise the referrals.

Sixth Form

Pupils already in the School are prioritized for our Sixth Form if that is considered by all to be the best route for progression. The Sixth Form provision is aimed at those pupils who are not yet ready for college/training but for whom this is the expected route.

The Sixth Form may not be the best option if there is a local college or training provider available in the child's community. Our sixth form provision is still an accredited route and is not appropriate for those pupils with more complex needs.

Our Transition co-ordinator leads on this, advising parents and arranging visits where relevant. 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.

Parents have the right to appeal via Tribunal if they are not successful in acquiring a place at the School and also if they require an earlier admission. This is their legal right but it places huge pressure on the School.