

GREAT OAKS SMALL SCHOOL

SAFEGUARDING COMMUNITIES EMBRACING DIFFERENCE UNLOCKING POTENTIAL

ADMISSIONS POLICY 1.2

2018 - 2019

HEAD TEACHER: JULIE KELLY

CHAIR OF TRUSTEES: PENNY JACKSON

Date Agreed: MARCH 2018

Date of Next Review: JANUARY 2019

ADMISSIONS POLICY

Great Oaks Small School educates students for whom mainstream education has been unsuccessful for varying reasons. Many of our students exhibit behaviours or have diagnosis of Autism Spectrum Disorder (ASD), Speech, Language and Communication Needs with or without high anxieties.

Admissions Procedure

A full assessment of each student's need will be undertaken as follows:

1. Referral papers are sent to the school by the appropriate body e.g. Local Authority; Education, Health, Social Care or parents. These are reviewed by the SENCo to enable an understanding of the child's needs. Current/previous schools or other agencies who have worked with the student may be consulted during this process.
2. Following the School's receipt of the EHCP, Parents/carers/social worker and the child may be invited for an informal interview to further establish if the School can meet the child's needs.
3. The School will notify the LA of the outcome of the visit. When the outcome is deemed not suitable then no further action is expected by the School. When the School determines it can meet the child's needs, the LA is notified.
4. The LA will formally contact the School stating the School's name on the EHCP. Following receipt of a purchase order, the School can make arrangements for admission to the School. The expectation of the School is for all students to attend full-time. When full-time initially is not suitable for the child, a small step integration strategy will be discussed and an agreed plan between home and school implemented.
5. Assessments are planned for to take place within the six weeks of a student being admitted. This includes, academic, emotional, social and neurological, according to individual need; at times it is necessary to lengthen this period to ensure the emotional well-being of the child.
6. Following assessments, arrangements are made for parents/carers to discuss the results and subsequent curriculum and timetabling plans with the SENCo/Senior Leader/Pastoral Mentor. All children (sixth form excluded) are expected to participate in English, Maths and Physical Education.

The School does not operate within a specific catchment area therefore a child/Young Person's place of residence does not affect their admission. Admission is considered on a first come, first serve basis. However, the Local Authority, if the family are in receipt of financial support for transport, may stipulate guidelines in relations to travelling times and distances.

Admissions Appeal

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Appeals must be made to the financing authority. In the event of independent funding, appeals in the form of a letter can be made to the Board of Trustees, addressed to the Chair of Trustees.

Charging Period

The charging period will be from the time of admission on role and the paying body will be invoiced accordingly. The paying body will be charged regardless of whether the student is able to attend the school on a full-time basis or not, as the aim is to cover all eventualities and be prepared for any student at any time to make the full-time transition when they are emotionally able to do so.

VI Form Provision

Information is available on our website; hard copies are available from the School office upon request.

Change of Placement

We aim for a change of placement to be an agreement between school, parents and student to attend alternative provision. The majority of our students are in receipt of an Education Health Care Plan (EHCP) where upon the Local Authority ultimately take responsibility for the student's placement.

The School will always take every option viable prior to an exclusion being imposed (see the School's exclusion policy) and at times, for this reason, a change of placement will be explored vis the student's Annual Review. In summary, a change of placement may be used as an alternative to permanent exclusion.

We are successful, in the majority of cases, in supporting children in returning to education and school after prolonged periods of unsuitable education or attendance to school for various reasons. However, in a minority of cases it may be appropriate to explore a change of placement where the student is refusing to attend school and therefore not making expected progress.

The School will only admit a child where the School deems it appropriate to do so within its specialist capabilities and once the child is admitted the School will do its utmost to accommodate the child's Special Educational Needs by exploration of different strategies. If however, it is deemed that the School cannot meet the student's Special Educational Needs, a change of placement will be explored.

The Stages of a change of placement

- The SENCo will facilitate the change of placement;

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- The SENCo will facilitate the change of placement following consultation with the Head Teacher prior to speaking with the parent(s)/Carers regarding alternatives available to the student;
- The SENCo will liaise with parent(s)/carer(s) following consultation with the Head Teacher;
- The SENCo will inform the Local Authority following liaison with the Head Teacher and parents;
- The SENCo will invite the student, parents, the Local Authority and other involved parties to the Annual Review;
- The SENCo in consultation with the Head Teacher will advise of alternative provision, should it be appropriate or known. Parents can suggest schools they believe to be appropriate for a change of placement. The ultimate responsibility for the placement of a child with an Education Health Care Plan is the legal responsibility of the Local Authority.

Final arrangements for a change of placement may take place through an Annual Review meeting.

Designated/Responsible Staff Identified
HEAD TEACHER
SENCo

Other Related Policies	Date	Supporting Documents	Date
Exclusions Policy	01/2018	6 th Form Provision	

Version Number	Purpose/Change	Author	Date Changed	Review Date
1.0	Final version – approved by SLT	Julie Kelly	31.01.18	31.01.19
1.1	Add page Managed Move	Julie Kelly	08/03/2018	31/01/19
1.2	Managed Move replaced with Change of Placement	Julie Kelly	25/05/2018	31/01/2019