

Small Haven School Admission of Pupils Policy

Date	Review Date	Coordinator	Nominated Director
07/09/17	01/09/18	Principal Head	Director of Education

Purpose of this Policy

To describe and clarify school policy with regard to the admission of pupils to Small Haven School

Aims

- To ensure Small Haven School can successfully meet the needs of new referrals as well as the current cohort of pupils.
- To offer a clear, robust, fair and inclusive admissions criteria.
- To achieve as smooth a transition as possible into the school in order to maximise educational benefit for all pupils and avoid placement breakdown.

Principles

- Small Haven school is registered for up to 30 pupils.
- Any decision regarding the admission of a pupil to Small Haven School will be considered on an equal opportunities basis, regardless of gender, race, religion or background.
- The Directors, through the Principal Head, will be consulted prior to admission of a pupil. The Principal Head will be mindful of issues of confidentiality
- A prospective parent/guardian should be aware of their right to represent the interests of their child to the Local Authority.
- All admissions will take place through close and joint working between the Kent Education Local Authority and the school

Criteria for Admission

- Small Haven School caters for children with a wide range of social, emotional, mental health and educational needs.
- Prospective pupils will have, or be in the process of getting, an Education, Health, Care Plan (EHCP) under the Children and Families Act 2014. Small Haven School will consider pupils who do not yet have an Education, Health, Care plan if a request for placement is made by the local authority.
- The school offers places to both boys and girls aged between 6 and 16 years of age.
- The school must be able to meet the needs of the pupil as identified in professional reports.

Admissions Process

- Referrals are generally made by the local education authority's placement officers, either directly or via the dynamic procurement process. EHCP and Paperwork sent.
- Parents and carers are advised to contact the school to arrange a visit without their child to consider if they feel the school can meet their child's needs.
- If parents and referring professionals are in agreement that Small Haven School might be the preferred choice of placement then the Principal Head or class teacher will arrange to observe the pupil in their current placement to assess whether the school can meet the child's needs. If the child is out of education then the pupil will be invited in with their parents/carers to meet the principal.
- Parents and carers can express a preference for a particular special school to be named in their child's statement/EHCP.
- If Small Haven School is identified as the appropriate placement funding then needs to be agreed by the local education authority.
- If funding is agreed an appropriate transition plan is devised.

Admissions Selection

- Admissions selection is based primarily on pupil need balanced against the need to maintain stable curriculum provision within the school.
- It is also essential to take into consideration the balance of needs within each year group.
- A significant factor for this school is the support given by parents/carers working in partnership with the school in the education and development of their child.

The Principal Head and the Director of Education have the right to question a potential admission with the LA on the following grounds:

- If the child is outside the age range catered for by the school
- If the school is already at its planned admissions limit
- If a group within any particular age range is full
- If the child does not have Special Educational Needs
- If the pupil's admission may be incompatible with the progress and welfare of pupils already on the school roll (e.g. if there are medical needs over and above those catered for by the school)

Responsibilities/Guidance

- The **LA** shall be responsible for the decision as to placement, through the Complex Panel.
- The **Principal Head** shall be primarily responsible for implementing the admissions procedures and reporting to Directors. They will also coordinate the transition process taking into account the views of the parents/carer's and other professionals.

- The **Class Teacher** will be responsible for obtaining full relevant information concerning a potential admission, as soon as he/she been notified of the possibility. This will include participating fully in the transition plan.
- The **Parent/Guardian** shall endeavour to become as familiar as possible with the school and provide them with all relevant information to assist easy entry
- The child's **Social Worker** will liaise between parent and school in order to ensure the school receives full relevant socialcontextual information, where appropriate.
- The **Health Trust**, where appropriate, will be responsible for ensuring the school has all relevant information to enable them to effectively meet the child's medical needs.

Review and Evaluation

This Admissions Policy is subject to continued review and amendment in order to reflect changing educational policy and school development.