

Small Haven School Admission of Pupils Policy

Date	Review Date	Coordinator	Nominated Director
18/09/24	01/09/25	Principal Head	Director of Education

Range of Provision

Small Haven School is a small independent specialist day provision that can cater for up to 36 pupils aged 6-19. It is a co-educational school for learners with Special Educational Needs and Disability (SEND). The small therapeutic nature of the school makes it an ideal setting for anxious and vulnerable pupils who require a highly-supported differentiated approach to learning.

Pupils have come from both mainstream and specialist provision and make up a rich and diverse community. The majority of pupils have mild to moderate autism and anxiety. We also support pupils with attention deficit disorder, speech language and communication needs, mild learning disability, and social, emotional and mental health needs.

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 criterion.
- 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

- 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 Director of Education, 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 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 19 years old.
- The school must be able to meet the needs of the pupil as identified in professional reports.

Admissions Procedure

- Parents/Carers are encouraged to make a visit to the school at the earliest opportunity. The focus of the visit is upon the parent/carer viewing the school. The school does not comment on the appropriateness of the provision for the child. Parents and carers are advised to contact the school to arrange a visit without their child in the first instance, to consider if they feel the school can meet their child's needs
- Parents and carers can express a preference for a particular special school to be named in their child's EHCP.
- An EHCP is received by the school from the Local Authority requesting consideration of the pupil for admission.
- If the Director of Education and Principal Head decide the school cannot meet the child's needs the authority is advised of the reasons for this decision in a form that can be shared with parents.
- If a place is available and everyone is agreed on the suitability of the referral, the Local Authority is informed. Staff from Small Haven may visit the home or school in order to observe the child in the classroom and liaise with staff who have knowledge of the child.
- If Small Haven School is identified as the appropriate placement funding will still need to be agreed by the local education authority by the independent placement funding panel.
- If funding is agreed an appropriate transition plan is devised in collaboration with parents/carers and the child's current school. This may include visits by key staff between schools, tours and additional visits to support the child/young person to achieve a successful transition to Small Haven School. If requested, key staff from Small Haven will attend an Annual Review at the young person's existing school.

Admissions Selection

- Admissions selection is based primarily on pupil needs 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

Responsibilities/Guidance

- The **LA** shall be responsible for the decision as to placement, through the independent funding Panel.
- The **Principal Head** shall be primarily responsible for implementing the admissions procedures and reporting to the 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 social contextual 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.