



## Admissions Policy

### Introduction

The Beeches Independent Special School caters for students ages 9 to 19 who have special educational needs. The Beeches educates young people who are looked after by the local authority alongside day students. All students at the Beeches have an individual learning plan including a personalised timetable and active lesson planning. Teaching in the school is on a 1:1 basis and in small groups where appropriate.

### Principles

The school takes admissions from any local authority. The school would expect that all pupils referred to them for admission would have special educational needs. These may include:

- Sensory impairment
- Physical difficulties
- Behavioural difficulties
- ASD
- Medical needs
- Communication difficulties

### Procedures

Children can be referred to the school from a variety of places but can only be admitted to the school following a decision made by the LA Provision Panel which studies all the documentation relating to a child prior to determining the type of provision required.

Children may be referred to the school through:

- The Childs Local Authority
- Other schools
- Educational Psychologists

### Admissions from the Local Authority

Normally admissions to the school is via an Education Health and Care Plan in all but exceptional circumstances.

LA may request that a parent/carers or social visits the school. No child will be admitted to the school without the parents/carers having visited. Parents will be encouraged to bring their child with them on the visit.

The visit will ensure that:

1. Parents/carers or social worker are happy that the provision at the school meets their child's needs.
  2. The School has met the parents/carer/social worker and feels that they are able on initial assessment to meet the child's needs.
- During the visit the parents/carer/social worker will be provided with an up to date Prospectus, which outlines the range of provision available at the school.
  - Even where following a visit the school and parents are happy that the school can meet the needs of the child no offer of a place will be made. It is for the LA Provision Panel to discuss any assessments available in order to determine the provision necessary.

- Where a child is to be admitted to the school the LA will inform the school in writing of its decision. The LA will provide the school with any reports, assessments or documents relating to the child. The school will not be expected to admit a child without receiving any relevant paperwork outlining the child's needs.

Following the notification of placement, the Head of Education will write to the parents to:

1. notify them that a place has been offered,
2. notify them of the type of placement e.g. (assessment, part time)
3. notify them of the admission date.

The Head of Education will also write to the LA to notify them of the admission date and to request that transport be provided from that date if the child has special transport needs.

- Prior to admission a member of teaching staff will arrange a home visit to meet the parents, complete the admission forms and also introduce the school's 'All about me' document which parents will be asked to complete.
- Other agencies involved with the child will be consulted in order to ensure an efficient hand over.

## Children being admitted from other schools

- If there are concerns relating to an individual child the existing school will be expected to consult the Educational Psychologist attached to the school as well as discuss their concerns with the child's parents. Where it is felt that The Beeches School might be an appropriate alternative provision it is hoped that the Head Teacher from the existing school would contact The Beeches school so that a visit to see the child in situ can be arranged. No offer of placement should be made prior to The Beeches without meeting the child's parent/carer or social worker.
- Where a meeting is to be held to discuss the child's needs and their placement, and it is felt that The Beeches may be an option The Beeches would expect to be involved in that meeting.
- Parents should visit the school prior to any decision being made about placement. No offer of placement should normally be made prior to the visit taking place. Where the school is concerned that they would be unable to meet a child's needs or where they feel that the child should be able to be educated within mainstream provision the school will notify the LA of these concerns.
- The LA Provision Panel will make the final decision relating to the placement of the child having studied the documentation and any relevant assessments available.
- Following notification from the LA that a place has been offered and funding has been agreed the Head of Education will write to the parents of the child notifying them of the decision and determining an admission date. The Head of Education will also notify the parents of the transition arrangement made for their child.

The Head of Education will liaise with the existing school to determine a phased transition for the child. The transition will involve:

1. Visit the child in their existing school
2. Child being brought to The Beeches for planned introductory visits.
3. LA and existing school to forward any documents and reports relating to the child prior to admission.
4. Multi-disciplinary team to liaise with their counterparts in order to ensure that all information is available once the child begins school.

## Conclusion

The Beeches aims to provide an individualised education for children and young people with special educational needs. Parents/carers/social workers and LEA are always welcome to visit the school at a pre-arranged time.

This Policy is updated annually, last reviewed November 2019