



# Admission Policy

Date: May 2021

Review date: May 2022

Approved by Advisory Board: May 2021

Linked with other policies:

- Curriculum Policy
- Equality Statement
- Special Educational Needs Policy

Signed:

*S. Day*

### Version Control

Version	Date of review/change(s)	Page and paragraphs affected	Summary of update
1	May 2021		No changes

This document sets out to provide the policy and procedures for a student's admission to All Saints School, Lessingham.

All Saints School is a mainstream school and accepts students with a wide range of educational ability, students are taught in appropriate classes to allow all to achieve their potential. The school can offer additional support to those who have Special Educational Needs including serious Health issues, Dyslexia, Dyspraxia, Attention Deficit Disorder, and Asperger's Syndrome (Social and communication difficulties).

All Saints School is also able to provide a nurturing environment for those students who have been unable to access mainstream education, using a process of gradual integration with the aim of full school attendance. The school works closely with local authorities to provide a structured and consistent environment for young people who are considered to be vulnerable and who would benefit from attending a small school.

The school operates 2 routes for entry, a **Private placement** or an **EHCP placement**.

**Private placement** – this will entail a school visit by the student, parents/carers, and a meeting with the Headteacher/SLT. This is then followed up by a trial period (of at least 2 consecutive days), and a decision made regarding the placement.

**EHCP placement** – the following process applies: -

1. Referral documents are sent from the Local Authority to the school.
2. These are reviewed by Judith Gardiner in consultation with the prospective student's current school and EHCP co-ordinator. From these parents are invited in and/or trial days (of at least 2 consecutive says) for prospective students are offered.
3. From these visits Judith Gardiner along with the Headteacher will decide whether the placement is suitable, and if a place is available and a decision made regarding the offer of a place.
4. The relevant documentation is then sent to the LA stating that the school is able to accommodate the needs of the student.
5. This is then reviewed by the Special Educational Needs Placements Advisory Group (SENPEG) who decides if a place will be offered. The placement is by the LA and enables statutory meeting of needs for a child with an EHCP. Placement is via contract with the LA and school, not the parents.
6. If a place is agreed by SENPEG, parents (and school) are notified by the LA.

***Occasionally, an extended trial period of up to 1 term, may be agreed by the Directors, Headteacher, Parents and EHCP co-ordinator.***

There is no entrance exam for All Saints School. Admission is by interview with the Headteacher or nominated staff member, and it is the policy of All Saints School to interview students irrespective of the information previously received. (Occasionally, it is felt appropriate to conduct interviews with relevant adults, WITHOUT the student being present.)

All Saints School may well visit prospective students in their current academic setting, to undertake observations, and meet with existing staff. Where students are currently out of education, the school may wish to conduct home visits.

All Saints School accept entries into the school throughout the year and understands that for all students changing schools or attending after long absences can be extremely difficult and the

transition needs to be completed with empathy and support from all students and staff and with close liaison with parents/carers.

All Saints School does not admit students whose specific difficulties relate primarily to their behaviour. It is essential for the well-being of all, that new students can be seen to fit in with their peers in a positive and constructive manner. An offer of a place will be made providing the student's presence at the school is not deemed detrimental to the education or social well-being of other students in the school, and where it is felt that the school is able to meet the specific needs of the student. The school may decide to use baseline testing to assist in decision making.

The decision to offer a place will be made by the Headteacher following consultation with relevant staff, and an offer sent (by post) within five working days to the parents or placing authority.