



## Admissions Procedure Policy

# ADMISSIONS PROCEDURE

## 1. Rationale

Headstart School is an independent Special School offering placement to students with a range of Special Educational Needs however predominantly with Interaction and Communication difficulties including Autistic Spectrum Conditions and associated complex needs. This policy is intended to guide our admissions to ensure that student needs can be met.

## 2. Purpose

The purpose of this policy is to:

- Ensure the school discharges its legal responsibilities
- Ensure the school is able to meet the needs of the pupils referred & the requirements of the statement/EHCP.
- Ensure new referrals do not adversely affect the learning of those pupils already attending.
- Ensure it is inclusive in its approach to student needs.
- Ensure admission is linked to the school ethos and vision for learning.

## 3. Procedures

- Pupils are referred for placement by the Local Authority or through parents/carers.
- All pupils attending Headstart School on a full time basis have a statement of Special Educational Needs or Education Health Care Plan. The requirements of the statement/EHCP are considered as part of the admissions process.
- Each student referral is considered on the basis of need. If the school is able to meet the special educational needs of the child a provision will be written and sent to the Local Authority. If they have not already visited the child & their parents/carers will be invited to do so.
- If the school is unable to meet the special educational needs of the child the Local Authority will be informed.
- If the Executive Head considers the school is unable to meet the child's needs the Local Authority will be informed and reasons stated.
- Where the school is unable to meet a child's needs the parents/carers have a right to appeal to the LEA who made the referral.

## Post 16

The post 16 provision will cater for pupils aged 16-21 years with a range of special educational needs. There is a referral and admission process for our Post 16 provision. Subject to funding students can remain until the age of 21 years.

Priority for placement will be given to pupils already attending Headstart School and who apply as part of their planned transition.

- Students attending other schools can apply for a place.

2. All applications will be considered using the following criteria

- The school feels that it can meet the needs of the student as drafted in the statement of special educational needs/ EHCP.

- It is felt that the student will benefit from the provision and resources at Headstart Post 16 provision.

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- Application is part of the student's Transition Plan.
- The student, with support from his/her parents/carers and SEN personal advisor wants to attend the provision.
- The placement is supported by the students Local Educational Authority.

2. All successful applicants will be invited to attend an interview with their parents/carers before their start date. This will enable the school to plan a Curriculum that starts with the student's aspirations, wishes and needs.

### **Equal Opportunities**

The school supports the right of all students and staff to equal access and opportunities regardless of age, ethnicity, gender, social circumstances, ability/disability and sexuality. The school adopts an inclusive approach to student needs.

### **Health & Safety**

Health and safety issues are described fully in the school Health & Safety Policy. It is the responsibility of each adult to report health & safety issues without delay. The health & safety of the student referred and the present students will always be considered as part of an admission decision. A risk assessment will be implemented.

### **Professional Development**

Additional training will be provided for staff where a student admission results in an area of special educational needs not previously resourced or where staff skills and knowledge are not felt to be adequate for the additional need.

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