



## 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

#### Admission Arrangements and Criteria

The school has established itself as a leading provider of education, therapy, care and support for young people with Autism Spectrum Condition and associated complex needs. In the context of this setting complex needs means those children with additional needs such as Pathological Demand Avoidance, Chromosome Disorders, and those with additional medical and continence needs. We are mindful that what makes this setting unique is the way in which young people from both ends of the spectrum, and varying levels of disability can be catered for.

We provide for the educational, emotional and social needs of children and young people, aged between 5 to 21 years, who experience challenges with their learning and accessing a purposeful and safe learning environment. These are usually compounded by a language or communication difficulty which may cause them to become socially isolated or vulnerable in a mainstream setting.

The school will consider for admission students who have the needs outlined in our Admission Criteria:

Admissions to Headstart School are made through the Special Educational Needs department of each child's Local Education Authority.

Admission Criteria are:

- A primary diagnosis of Autistic Spectrum Disorder and associated complex needs.
- An Education Health and Care Plan.
- An agreement from the LEA or another source to fund the placement such.
- Be of the appropriate age with the appropriate skills and profile to fill the available place.

Approved by: N Dann Approved on: 3 Oct 2012 Reviewed Oct 2013, Oct 2014, Oct 2015, Aug 2016, August 2017, August 2018 Review date: August 2019 Responsibility for review: C Belchem
--

The Head Teacher welcomes visits from parents/carers and professionals to view the school.

We always want to help if we can and welcome enquiries from families and Local Education Authorities (LEA) to discuss needs. At Headstart School, in partnership with families, we strive to ensure that the needs of our children are fully met. In particular, we want our children to feel well supported, to be challenged to succeed and are, therefore, to be happy, with the result that progress is made and that attainment is high.

If the school is oversubscribed, students interested in joining, and who have been accepted as suitable following provisions being written, can be placed on a waiting list.

For further information regarding the school please consult our Ofsted Report a link to which is provided here

### **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.

□ 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.

Approved by: N Dann Approved on: 3 Oct 2012 Reviewed Oct 2013, Oct 2014, Oct 2015, Aug 2016, August 2017, August 2018 Review date: August 2019 Responsibility for review: C Belchem
--