

Saxon Mount School

Admissions Policy

The Governing Body fully supports working in partnership with the Local Authority and has regard to the Code of Practice when carrying out its duties towards all pupils with special educational needs.

1.0 AIMS OF (PLACEMENT) ADMISSIONS PROCEDURE

1.01 To work in partnership with the Local Authority in making appropriate educational provision for children.

1.02 To work within the remit of the Code of Practice and the 1996 Education Act.

1.03 To ensure that all relevant and up to date information on each referred pupil is received and considered in order to aid the consultation process between the LA, parents, pupil and school prior to any admission decision.

1.04 To ensure, wherever possible, in partnership with the LA that any proposed placement is appropriate for the pupil and compatible with the interests and needs of the other pupils.

1.05 To ensure the school can provide for the special educational needs of the pupil as identified on the Statement of Educational Needs.

1.1 AIMS OF PLACEMENT POLICY RELATING TO PARENTS / CARERS

1.11 To provide information to parents / carers on the admissions process for Saxon Mount School.

1.12 To signpost to parents / carers relevant information relating to the school and the current School Prospectus.

1.2 AIMS OF ADMISSIONS POLICY RELATING TO THE SCHOOL

1.21 To ensure the pupil's placement is appropriate in terms of her/his special educational needs.

1.22 To ensure the school can provide the expertise and personnel resources to cater for the pupil's needs as defined in Section 2 and 3 of the Statement.

1.23 To ensure that there is adequate provision and space for the pupil to work effectively within his/her National Curriculum Year Group.

1.24 To ensure that the needs of all pupils can be realised within available resources.

1.4 AIMS OF ADMISSIONS POLICY RELATING TO THE PUPILS

1.41 To ensure that the school and parents/carer can work in partnership to effectively support pupils admitted to Saxon mount School.

1.42 To consider information from a variety of sources relating to the individual pupil so that the school can make an informed decision in relation to the type of provision needed.

1.43 To ensure that any additional information needed by external agencies EG SALT is provided and that school staff work effectively with such agencies to support their input.

2.0 DEFINITION OF PROVISION FOR PUPILS WITH S.E.N. - CRITERIA

2.01 The current school role is made up of 118 school places, 18 of which relate to our additional needs groups (also known as our ASD facility). A further 6 places are provided within our Supported Transition programme, which provides additional support to pupils otherwise unable to make a transition to Sussex Coast college at the end of Year 11.

2.02 The school caters for children with a range of SEN and placements are agreed with the LA.

3.0 THE IMPLEMENTATION OF THE POLICY

3.01 All pupils referred for placement at Saxon Mount should have a statement of SEN and should be unable to maintain a placement within a mainstream setting. A pupil's primary needs described on the statement will usually refer to Moderate

Learning Difficulties and conditions related to this definition, ASD or Speech Language and Communication difficulties. Other needs can be described although a pupil's primary need should not be behaviour, social and emotional difficulties.

3.02 All admissions should be carried out in conjunction with the LA.

3.03 Consideration will be given to physical/structural limitations of the school in connection with Health and Safety legislation and relevant guidelines and advice from the DFE and Local Education Authority.

3.04 All pupil placements are reviewed regularly through the Annual Review of the statement.

The points below outline the various stages in the admissions process:

- 1 Pupils papers referred to school by SEN team at LA.
- 2 HT or SLT respond to LA with advice on appropriateness of placement.
- 3 SEN team discuss outcome of considerations and jointly make a placement decision.

4.0 AREAS TO BE CONSIDERED IN THE ADMISSIONS PROCESS:

4.1 Parents / Carers and pupil are expected to visit and engage with the school prior to placement offer being made.

4.2 Should there be any dispute between the school and LA regarding a prospective pupil placement, the Head will ensure the governing body are informed and advise as appropriate.

4.2 This policy largely refers to in year admissions. A Y7 transition meeting is held each year with the LA and the Headteachers of Saxon Mount and Torfield School, representatives from other agencies e.g. SALT, EPS etc... to consider the suitability of pupils whose parents have either expressed a preference for Saxon Mount, or who the LA are recommending are offered a placement at Saxon Mount. From this meeting, the Y7 group is largely identified.

This policy is monitored on a day-to-day basis by the Headteacher, who reports to Governors about the effectiveness of the policy on request.

Signed:.....
Headteacher

Date.....

Signed:
Chair of Governing Body

Date.....

