



**GREENMEAD**  
PRIMARY SCHOOL

## **Admissions Policy**

STATUS: DRAFT

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Agreed by Chair of Committee

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## **Admissions Criteria**

Greenmead is a maintained primary special school for pupils aged from 2 years to 11 years catering for pupils with physical disabilities, profound and multiple learning difficulties (PMLD), and severe learning difficulties (SLD) and complex needs. All our pupils with SLD also have a physical delay. The admission policy has been drawn up in order to ensure that children with these complex needs are admitted to the school in a systematic, efficient manner.

The LA is the admissions authority; however, the school and the LA work in partnership to ensure new pupils meet the school's criteria

The school would expect that all pupils referred to them for admission would have a severe or complex learning difficulty. In addition to this learning difficulty the child may also have other problems including:

1. Sensory impairment
2. Physical difficulties
3. Medical needs
4. Communication difficulties

Normally admission to the school is via an Education Health and Care Plan (EHCP) or a statement of special educational needs (if the child has not yet been transferred on to the new EHCP) in all but exceptional circumstances. These are maintained under section 324 of the Education Act 1996, and Greenmead would be named in part I or part 4. 5. Once Greenmead has been named in the Statement, the school has a statutory duty to admit the child.

## **Assessment placements**

It is not always possible when pupils are very young to determine their level of need. An emergency or provisional placement may also be requested where, for example, a child who warrants a statement or EHCP, arrives unexpectedly in Wandsworth.

Where necessary, the LA may request the school admit a pupil on an assessment placement in order for the child's needs to be determined. In this instance, the school will produce a report for the EHCP Assessment at the end of the assessment period. The report will outline the outcome of the assessments undertaken as well as the school's view on the suitability of its provision.

## **SEN 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 LA
- Pre-School and other schools

- A range of professionals from SEN/Health
- Educational Psychologists
- Therapy Services
- The Council for Disabled Children

Requests for placements can also be made from other referring local authorities. A place will only be offered to an out of borough child if it not needed by a Wandsworth pupil.

### **Admission Process for Pupils**

A range of professionals from SEN, Contact a Family, portage, Wandsworth Family Information Service and pre-schools may request that a parent/parents visit the school. Alternatively, a family may contact Greenmead directly to express an interest in the school. Parents/carers will be encouraged to bring their child with them on the visit to allow a member of the SLT to informally assess the suitability of the placement for the child. In exceptional circumstances the child may be observed in their current setting.

The visit will ensure that:

- Parents/carers are happy that the provision at the school meets their child's needs.
- The school has met the child and the parents/carers and have sufficient information to respond to a consultation request based on the EHCP or statement and initial assessment.

During the visit, the parents/carers will be provided with an up to date prospectus/information pack which outlines the range of provision available at the school. If both the family and school agree upon the suitability of the placement, a place cannot be agreed. It is for the SEN Panel to discuss any assessments available in order to determine the provision necessary.

The SEN team will initially consult with the school and request a response to the child's ECHP/Statement. The school must respond to the time placement offer within the timescale of the consultation, detailed on the letter.

Where the parents/carers have expressed a preference for Greenmead as the school in which they wish their child to be educated, Greenmead will try to offer a place to the child unless:

- Greenmead is unsuitable to the child's age, ability or aptitude, or to his/her special educational needs.
- The attendance of the child at Greenmead would be incompatible with the provision of efficient education for the children with whom he/she would be educated.
- The child's placement at Greenmead would necessitate an inefficient use of resources.

Where an application is made for a place, and there is a place available within the school as a whole, the following criteria will be applied in order of priority in deciding whether a place is able to be offered:

- There is room within the class/key stage group that the child is in and adding another child to this group will not adversely affect the provision of efficient education for the children with whom he/she would be educated or the efficient use of resources;
- Offering this child a place will maintain a positive balance between the types of SEN within the year group and school ;
- The child lives in Wandsworth and Greenmead is the most appropriate school that will meet the child's needs

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.

The LA will inform the parents that a place has been offered. A member of the SLT will notify the parents of the admission date and transition arrangements. A child can be admitted to Greenmead at any time during the school year. A member of the SLT will also write to the LA to notify them of the admission date and will inform parents that they have the responsibility to request transport from the borough if they require it.

If the school and the Local and/or Referring Authority do not agree, then each party can complain to the Secretary of State for Education.

## Transition Arrangements Flow Chart

**Greenmead named on child's ECHP/Statement of Education Needs**



### **Home visit**

Attended by a member of the SLT and member of the therapy team. The intention is to gather information about:

- The child, their self-help needs, likes and dislikes.
- Equipment the child will need in school on their first day and thereafter.
- Medical conditions the child may have that require further staff training.



### **Risk assessment meeting at Greenmead**

(Parents/carers do not need to attend)

A risk assessment is written to ensure the child is safe to start Greenmead  
Staff check that all essential equipment is in place/make orders as necessary.



### **Start Date Confirmed**

A letter is sent to parents/carers stating the child's start date. This may be delayed if staff training, recruitment or the purchase of equipment is necessary. respond

A list of essential things to bring to their induction day is included.

The wider staff body are informed, and arrangements are made for feeding (inform kitchen if relevant) and staffing.



### **Induction Day – First Day of School**

Parents/carers bring their child to school. They will spend some time in class and have a brief meeting with a member of SLT and the class teacher.

If necessary for that child, SALT will assess child's eating at lunch child.

There is a chance for parents/carers to meet the therapy team.



### **6 Week Review**

After a period of settling in, parents/carers meet with SLT and the class teacher to discuss observations made and initial informal assessments.

Initial targets are set for the child.