



# Admissions Policy

Status:	STATUTORY
Responsible Person:	Headteacher
Responsible Governor:	Full Governing Body
Ratified by Chair of Governors	September 2017
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Signed .....M Neale Chair of Governors

Date 20 September 2017

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## INTRODUCTION

The following are key features of Penkford's Admissions Policy:

- The school considers referrals of St. Helens pupils who have statements of Special Educational Needs identifying social, emotional and behavioural difficulties as the principal need.
- The school will also consider referrals of pupils whose principal needs are SEMH but may have associated specific learning difficulties and/or other associated learning and/or medical needs
- The school will admit pupils between 8 and 15 years.
- Pupils will be screened through the school's procedures to determine whether the school feels it can meet the needs of the pupils.
- Placements as well as the needs of the pupil are reviewed on an annual basis as indicated in the Code of Practice.

## ADMISSIONS PROCEDURES

1. LA panel to suggest possible placements. This panel meets three times a year
2. Referral paperwork to be considered by school. If this is not recent, have further dialogue with any other professional involved.
3. Decision about school's ability to meet need given in writing (usually by email)
4. If answer is positive, interview organised with pupil, parent/ carer, EWO and other relevant professionals attend.
5. If pupil subject to care order the key worker / foster parent should attend interview with the social worker.
6. Write to LA – letter of offer with proposed start date.
7. If school offers an initial placement pending suitability an early review will be held.
8. Week before arrival, check all paperwork. Contact parents and ensure LA have organised transport.
9. Initial assessments will take place within first half term, leading to possible additional support

## GENERAL SCHOOL ADMISSION CRITERIA

All referrals to have SEN with SEMH as main concern – may have other associated specific learning difficulties and / or syndrome profiles, for instance ADHD, Asperger etc.

Must be between Yr 4 and Yr 9. Year 10/11 pupils will only be considered in exceptional Circumstances and/or as part of an EOTAS (Educated Other Than At School) referral (see below)

Referrals accepted throughout year in agreement with the LA placement panel

Admissions dependent on vacancies in year group (not on vacancies in school as a whole)

## EOTAS ADMISSION CRITERIA

- All referrals to have SEN with SEMH as main concern – may have other associated specific learning difficulties and / or syndrome profiles, for instance ADHD, Asperger etc
- Must be year 10 or 11.
- Referrals accepted throughout year in agreement with the LA placement panel.
- Admissions dependent on vacancies in the appropriate year group (not on vacancies in school as a whole) and on appropriate funding stream

## EOTAS PACKAGE

If Distance Learning Package is agreed on, the initial assessment will be undertaken at home;

- A contract will be drawn up between school, student and parent/carer to ensure suitable work is set and supported, leading to enhanced learning
- The pupil's work is closely monitored and attendance is sanctioned only if agreement is kept
- EWO will be involved if agreement is broken repeatedly
- Vocational placements will also be closely monitored