



## **Admissions Policy for Kingswode Hoe School**

This admissions policy has been drawn up by Essex County Council as the admissions authority, in conjunction with the school

## **Admission Criteria for Community Learning in Partnership Schools (CLiP)**

<b>Name of School</b>	<b>Kingswode Hoe School</b>
<b>Designation</b>	<b>Moderate and complex Learning Difficulties</b>
<b>Number of Places</b>	<b>120</b>
<b>Age Range</b>	<b>5-16</b>

### **Introduction:**

Usually to access a place at a Community Learning in Partnership School the child:

- should be in receipt of an Education and Health Care Plan
- have primary area of need specified as complex learning difficulties
- requires access to an appropriately differentiated, broad and balanced curriculum; and
- will exhibit one or more additional needs, as follows making their placement at any of the other Essex provisions problematic:-
  - Autism Spectrum Disorder/Asperger Syndrome
  - Sensory and/or moderate physical difficulties
  - Emotional & Social difficulties arising from their learning difficulties
  - Medical Needs
  - Speech and Language difficulties

### **Description of primary area of needs met by the school**

Pupils with Complex Learning Difficulties will have attainments significantly below expected levels in most areas of the national curriculum, despite appropriate interventions. They have much greater difficulty than their peers do in acquiring basic literacy and numeracy skills and in understanding concepts. They may have associated speech and language delay, low self-esteem, low levels of concentration, under-developed skills, communication and interaction or moderate physical difficulties.

### **Priority Admissions Area**

It is recommended that children and young people referred to the school should live in the priority admissions area for the school and not that of other similar Essex Special schools, unless there are exceptional circumstances agreed between the LA and the school.

### **Visits**

In cases where the school is a possible placement for a child/young person, the family will be encouraged to visit. However, there can be no comment about suitability, nor an offer of a place, before the LA has made a recommendation about placement. If the parents/carers

request a place at the school prior to any formal contact by the LA with the school, they should be referred to the SENCaN Area Office local to family address.

## **Referral**

When a referral is received from the LA, the school will consider the request and respond in writing within the time limit set by the Authority. If the school feels it is appropriate not to offer a place, the LA must be given the reasons for that recommendation. The reasons should be expressed in terms of the needs of the child/young person and the efficient education of other children/young people already at the school, so that the Authority is aware of why the school considers that the child/young person does not meet the published Admissions Criteria. Similarly, where the school feels that it can meet the needs of the child/young person referred then it should also confirm that in writing.

Applications for places for children/young people who are not Essex residents should be made through the Local Authority to the East Area Office (Essex House). If the school receives a direct referral from another LA, they should notify the East Area Office upon receipt, particularly if such a request has been received direct and where it does not appear to have been copied to Essex County Council, given that all such referrals should be made via Essex County Council.

Parents and carers will be strongly encouraged to visit the school prior to a decision regarding placement. The Essex Parent Partnership Service can provide support. Further details are available either from the Parent Partnership Officer at the East Area Office on 0300 003 1867, or the helpline on 01245 436036 or email on [parentpartnership@essexcc.gov.uk](mailto:parentpartnership@essexcc.gov.uk).

## **Assessment**

When a referral is made, the LA will always attach the Education and Health Care Plan, the most recent Annual Review (except in the case of new statements) and any appended reports about the child/young person from the professionals involved. The Headteacher will review the referral papers and request any additional reports required, to inform a recommendation.

Given the number of referrals for places at secondary transfer, a LA/school Admissions Panel will be necessary to assist the decision-making processes. However, the final decision about the appropriateness of the placement will be made by the LA.

## **Transition**

When placement has been agreed, staff from the school will make contact with the child/young person's current placement to arrange a transition programme with exchange of information and reciprocal visits where practical and appropriate.

## **Pupils on roll**

A child/young person will be referred to the LA via the Annual Review process if:

- It is considered that he/she has gained in independence and is able to access a differentiated mainstream curriculum
- The changing needs of the child/young person indicate that alternative provision may be more appropriate.