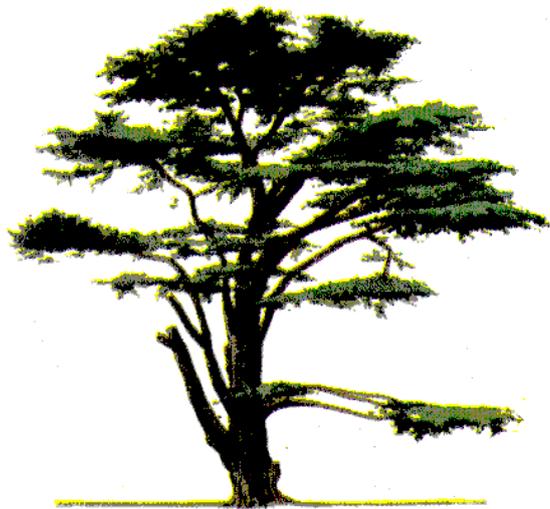


The Cedars Primary School



Admissions Policy

This policy was written in	April 2016
Next Review Date: April 2018	

The Cedars Primary School

Admissions Policy

Introduction

The Cedars Primary School is a 70 place primary aged Special School for children with severe Social, Emotional and Mental Health Difficulties. There is no statutory requirement for maintained special schools to publish an admissions policy. However, this policy has been written in order to ensure that children are only admitted to The Cedars if it is in their best interests and that the process is systematic and efficient.

Principles

The admissions authority for the school is the London Borough of Hounslow

The majority of children referred to it for admission would have, as their primary need, Social, Emotional and Mental Health Difficulties. Many children may also have additional needs including:

- Sensory issues
- Speech & Language /Communication Difficulties
- ADHD
- Autistic Spectrum Disorders
- Some degree of Learning Difficulty

Children will normally only be admitted to the school if they have a Statement of Special Educational Need, an Education Health Care Plan (EHCP) or be in the process of being assessed for one.

The Process

Children are referred to the school by the Local Authority's SEN section following a recommendation by the SEN panel. The school will receive referral paperwork on a child which may include reports from the mainstream setting, any medical or psychological reports, any information from Social Care if the family is known to them and a copy of the child's EHCP, Statement or Proposed Statement or EHCP

The Headteacher will read the referral paperwork and make a decision on whether it is felt that the school could meet the child's needs. If it is felt that the

school could meet needs and there are places available, then a letter will be sent to the parents/carers within 7 days, inviting them and their child in for an interview and tour of the school. Parents may bring someone to support them on that visit e.g. family member, friend, Social Worker, Family Support Worker, someone from the child's current school.

During the interview parents will be asked to complete admissions paperwork and will be given a copy of the School Brochure. They will have an interview with the Headteacher and/or Deputy and will be taken on a tour of the school. Parents are encouraged to ask as many questions as they like at this time.

If parents are happy that the placement will meet their child's needs, then the school will agree an admission date with them, pending any decisions on travel assistance. This will normally be within 20 school days if parents need to wait for travel assistance but may be earlier if they can bring their child to school themselves.

The school **ONLY** admits children at the start of a week and not in the 2 weeks before Christmas or at the end of the school year.

It is parents' responsibility to contact the Travel Assistance Team for the necessary application forms.

The school will inform the Local Authority in writing that a place has been offered and of the expected start date. No place will be offered without the child and parents visiting the school.

If no places are available but the school feels that it could meet the child's needs then the school will notify the Local Authority of that fact and the child will go on a waiting list for admission.

There may be occasions when the Headteacher does not feel that the school can meet the child's needs having read the referral paperwork. This could be because the paperwork suggests the child has a physical disability which would present a health & safety risk in this school or requires 1:1 support, a therapeutic environment or has a primary need which might require a more specialist setting.

If it is unclear whether or not the school can meet needs the Headteacher may decide to visit the child in their mainstream setting before making a decision.

Out of Borough Admissions

If the school receives a request for a place or admission paperwork from a neighbouring borough they will inform the Local Authority who will make a decision on whether a place can be offered. The school may be asked to decide if they feel they could meet the child's needs but this will not constitute any grounds for offering a place.

Post Admission Procedures

Once a child has started at The Cedars, we will contact the previous school usually within two weeks of admission to arrange a school visit. Our Deputy Head will visit the previous school if it is local or may do a phone hand-over if the school is not, to find out as much background information as possible and ascertain the child's academic profile and the types of behaviour exhibited.

The school will also arrange a home visit which will be undertaken by the Headteacher and the child's Teaching Assistant. This gives parents/carers the opportunity to discuss any personal or welfare issues there may be, share family background information and discuss their view of their child's difficulties.

The school will also undertake a risk assessment on the child based on the information gained from the home & school visits, which will be reviewed annually with parents at Annual Review meetings.