

# Admissions Policy

**Reviewed:** October 2013

**Adopted by Governors:** October 2013

**Full Governors Meeting:**

**Next review due:**

**Kings Mill School & Residence**



## **Admissions Policy**

### Introduction

At Kings Mill we believe that working in partnership with the East Riding of Yorkshire Local Authority, we ensure that children and young people will have access to the most appropriate education.

### Current Arrangements

Kings Mill's current admission arrangements for the School, Nursery, Residence and Student Centre adhere to the Local Authorities admission policy.

At Kings Mill the School/Nursery caters for children and young people from the age of two years to sixteen years and the Student Centre is for students aged sixteen to nineteen years. The Residence caters for young people aged eight to eighteen years.

Placements in the School and Nursery are determined by the LA in consultation with the parents and following reports from other agencies and discussions with the School/Nursery. Pupils are normally admitted to Kings Mill in the term after they are two.

Requests for a placement in the Student Centre must be through the pupil's year 11 Annual Review, indicating Kings Mill Student Centre in the section 'Future Choices'. This will ensure a new statement is issued. A letter requesting a place must be written to the school by the pupil's parent/carer.

Placement at the Residence is determined by a panel of representatives from agencies and in conjunction with the LA policy and following the completion of a core assessment which highlights the need for an overnight short break. Any request for an overnight short break would not be considered until the pupil is eight years old unless there are exceptional circumstances..

The LA oversees all applications and determines which pupils are most suitable for placement, in agreement with the school. There is an appeals process for families who make an unsuccessful bid for a place at the school for their child.

### Statements

On entry to the school most pupils will have a Statement of Educational Needs or will be undergoing assessment, or from September 2014 the new Statutory Assessment Procedure. The pupils statement will be reviewed annually through the annual review process. For pupils in years 6, 9, 10 & 11 they will be reviewed through the Person Centred Review (PCR) process.

### Visits

The school encourages parents to visit the school and discuss their child's needs with the headteacher and relevant staff. Appointments will be made for parents to be taken on a tour of the school and its facilities.

### Transition

During the summer term all new starters to the school are invited to join their classes for the day. Parents are encouraged to visit providing an opportunity to complete admission forms, gather medical information and order school uniform. Parents will be introduced to our Home School Liaison Coordinator who plays a significant role in this partnership.

This contact day is designed to encourage a successful and positive working partnership between home and school.

Contact Details

Kings Mill School, Early Years and Sixth Form: 01377 253375

Residence: 01377 253375

Email: [kingsmill.specialschool@eastriding.gov.uk](mailto:kingsmill.specialschool@eastriding.gov.uk)

Special Needs Team, County Hall: 01482 392164

Children's Disability Team, Woodmansey: 01482 396691

Passenger Services, County Hall, Beverley: 01482 395588