



St Anne's School and Sixth Form College

Admissions Procedure

This policy was published July 2013 and revised in the Autumn term 2018.

1. INTRODUCTION

At St. Anne's School 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 educational and short break provision suited to their individual need.

2. CURRENT ARRANGEMENTS

The school's current admission arrangements for the school and residence adhere to the Local Authority's admission policy.

At St Anne's the school caters for children and young people from the age of two to nineteen years and in the residence the age is eight to eighteen years.

Pupils are normally admitted to the school in the term after they are two.

Admission to the residence is not until a pupil is eight (with some younger if exceptional circumstances)

Placements at the school are determined by the LA in consultation with the parents and following reports from other agencies and discussions with the school.

Placement at the residence is determined by a panel of representatives from agencies and in conjunction with the LA policy.

The LA oversees all applications and determines which pupils are most suitable for placement, in agreement with the school.

There is an appeal process for families who make an unsuccessful bid for a place at the school for their child.

Those pupils who are not successful in meeting the criteria for the residence maybe offered other support packages to assist in supporting their needs.

3. STATEMENTS / EDUCATION HEALTH CARE PLANS

On entry to the school most pupils will have a Statement of Educational Needs or will be undergoing an assessment to formulate an Education Health Care Plan.

The statement and Educational Health Care Plan are reviewed annually, in which parents and other agencies are invited to.

4. OUT OF COUNTY PLACEMENTS

Applications for the admission of children who live outside the catchment area of the school will be considered by the local authority working with the school to ascertain, if the school can

meet the child's needs, availability of places, transport decisions etc.

5. TRANSITION

We hold a transition meeting for parents before the pupil's transition day, to give them the opportunity to meet their child's new staff team.

Towards the end of the summer term we hold a transition day when all new starters to the school and their parents are invited to join their new classes for the day whilst meeting staff and other agencies. It is an opportunity to complete admission forms, contact details, medical information and order school uniform.

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

6. VISITS

New parents are encouraged to visit the school and residence to discuss their child with the Head teacher / Child Care Manager. After a discussion about pupils individual needs and the educational and short breaks provision at St Anne's, parents are taken on a tour of the school and residence.

7. USEFUL CONTACT DETAILS

SEND Team County Hall, Beverley: Telephone 01482 392164

Children's Commissioning Team: Telephone 01482 396691

The school office is staffed from 8.30 am to 4.30 pm: Telephone 01482 667379

Residence telephone is operation 24 hours: 01482 666217

Fax: 01482 334691

Email: stannesschool.sixthform@eastriding.gov.uk