Admissions Policy

(Local Policy)

Bankside School

Admissions Policy Written: September 2023

Reviewed: September 2026

Next Review due: September 2027

The School Admissions Policy Introduction

The policy supports the school statement of intent that every student will be equipped with the skills, knowledge and confidence that they need to be successful in their future.

Rationale

Bankside School is a specialist day School that caters for young people aged 11-18 with autism, complex needs and learning difficulties. These students will have an EHCP (Education, Health, Care Plan) which notes the nature of these difficulties. Such difficulties are often the cause or the result of other special educational needs. They may arrive out of difficult life experiences to be the result of a medical condition.

The range and nature of both the difficulties and needs our students' exhibit, have and continue to become more complex as does the assessment of these. Thus, it is important that the school seeks to ensure that the admission process accurately identifies the needs of students and whether it is possible for the school to meet these both effectively and efficiently.

Aim

The aim of this policy is to ensure that the school admits, as far as is possible, those students whose special educational needs can meet effectively and in doing so ensure progress in all aspects of their development.

Objectives

The objectives of the policy are that:

• All concerned will have a clear understanding of the criteria used in assessing the appropriateness of a placement for individual students at Bankside School

• All concerned will have a clear understanding of the processes of judging the appropriateness of that placement

• Parents/carers, each student and representatives of LA's, social service departments and other interested professionals have a clear understanding of the opportunities on offer at Bankside School

• Parents/carers, each student and representatives of LA's, social services departments and other interested professionals understand all key aspects of school life at Bankside School and are prepared to play their part in ensuring the success of any placement

Admissions

Bankside School is an independent school for students from ages 11-18 years old with Special Educational Needs. All students admitted to Bankside School will have been initially referred by their Local Authority, we accept referrals from Worcestershire and surrounding areas.

A significant aspect of the referral process is to ascertain that the school can address the *Outcomes* as described in Section E/F of the EHCP. This may relate to all four areas of need:

- Communication and Interaction
- Social, Emotional and Mental Health
- Cognition and Learning
- Sensory and Physical

The school has a dedicated member of staff who is responsible for overseeing the referral process. It is through this staff member that visits are coordinated, information is gathered and arrangements for admission are undertaken.

An admission will only be undertaken when the approval for funding is granted by the appropriate person who holds this authority, within the funding LA.

School applies the statutory reviewing process (for EHCPs, as set out within the SEND Code of Practice) and will use this to inform the funding authority of any changes to provision. These changes can relate to the provision provided by Bankside School and/or identify the type of provision that would better meet need. The reviewing process will also be used to identify the next phase of education placement (this could be, but not exclusively, a transfer to a maintained mainstream school, a different special needs setting, college of further education or employment).

The Headteacher is responsible for ensuring that the school only admits student with Special Educational Needs can be met. To summarise, in all cases, students will only be considered based on the admissions criteria below.

Admissions Process

Stage 1

Referrals made to Bankside School will normally be made by Local Authorities directly. A range of detailed information concerning that student should accompany these referrals including an Education, Health and Care plan. Where this is not the case, Bankside School will seek access to as much information as possible, including information regarding the individual's education, health and social background. Senior staff will analyse all available information about the student to assess whether the student meets the admission criteria for Bankside School.

A member of the Senior Leadership Team will assess whether or not Bankside can meet the student's needs and if so, arrange for a visit to Bankside School.

It may be necessary for Senior Staff to organise a visit to meet or observe the young person before they visit being organised at Bankside School.

Stage 2

Assessment will be organised on a bespoke basis to meet the needs of the pupil and their family. While it would be preferred that a child and their family visit Bankside School, it is understood that some assessment activities may take place at the family home or another setting.

The visit will include:

- A tour of the school
- An introduction to key staff
- A discussion with senior staff concerning such issues as:-
    - Context to the EHCP
    - The School Curriculum
    - The content of key school policies, including the school expectations for god behaviour and discipline and the physical management of students.
    - An opportunity for each visitor to ask any questions they may have.

Visitors will also be introduced to (if they have not already) a copy of the student's handbook and/or other relevant information.

Stage 3

If, following these visits and assessment session(s) all concerned are agreed that the student's needs can be met at Bankside School, that the young person can be adequately managed with the planned resources available and that the student and parents/carers are committed to the placement, Bankside School will write to the LA offering a place and arrangements will be made for admission.

A placement will be confirmed through the completion of a formal contract signed by the School and the placing authority.

Before this the School will request that the LA to update the EHCP, so outcomes reflect Further Education Study and the Preparation for Adulthood Agenda.

Admissions Criteria:

• The student will be aged between 11 and 18 years

• The student will have an Education, Health and Care Plan

• The Education, Health and Care plan will clearly specify the student's learning, educational, social, behavioural and medical needs

• The student will normally have been assessed as within the average ability range of educational functioning (In some cases, students' levels of ability as measured using psychometric tests may prove difficult. In these cases, Bankside School will base its judgements on its ability to meet needs)

• Students can present all prior learning from previous settings as well as reasons if placements have been ceased or broken down.

• The student may have one or more specific learning difficulties

• The student will express a commitment to the placement

• The students' parents/carers will express a commitment to the placement

• Where, despite a period of sustained reasonable adjustment strategies from the student's mainstream setting, the young person's needs continue to be unmet

• The student presents with other significant needs that require sustained specialist interventions, therapies and teaching approaches that can be more appropriately delivered within Bankside School.

• For all 'Children Looked After', there must be permanently named carers and a permanent home base for the student available at any time throughout the year. Bankside School cannot be the main residence for any child.

The Local Authority will:

• Provide Bankside School with all current advice and information relating to the student

• If deemed necessary, provide an update or amendment to the EHCP, so outcomes reflect Further Education Study and the Preparation for Adulthood Agenda.

• Nominate Bankside School in Section I of the appropriate section of their EHCP

• Agree on contractual arrangements for transporting the student to and from Bankside School

• Make any arrangements for transporting student to and from Bankside School

• Fulfil the requirements of the SEND Code of Practice for 0-25 years 2014 and attend the planned annual review of placement meetings