

Admissions Policy



RIVERSIDE BRIDGE SCHOOL

'EXCELLENCE FOR ALL'



Ratified by Governors: 6th February 2018

To be reviewed: February 2019



ADMISSIONS POLICY

Review Frequency:	Annually
Date of ratification:	February 2018
Date next review due:	February 2019
Scope of Policy:	This policy applies to all staff, students, governors and volunteers at Riverside Bridge School

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1.0 INTRODUCTION

1.1 Riverside Bridge School is an all aged special school catering for pupils with severe, profound and complex learning disabilities between the ages of 4-16. The school is a designated free school/academy and is controlled by the Partnership Learning Trust. The admissions policy has been drawn up in order to ensure that children with severe, profound and complex needs are admitted in a systematic, efficient manner. It has also been drawn up to ensure the school can meet the special educational needs of each pupil.

2.0 PRINCIPLES

- 2.1 The admissions authority for the school is that of the Local Authority SEN admissions/placement teams.
- 2.2 The school admissions policy conforms to that of the DFE Special Educational Needs Code of Practice 2015.
- 2.3 The Equality Act 2010 prohibits schools from discriminating against disabled children in respect of admissions for a reason related to their disability.
- 2.4 The school expects that all pupils referred to them for admission will have severe, profound or complex learning disability. In addition to a learning difficulty the child may also have other needs including:

- Sensory Impairment
- Physical disability
- Autism
- Complex medical needs
- Communication difficulties

2.5 Admission to Riverside Bridge School is when the school is the named educational provision recorded in a pupils Education, Health and Social Care plan (EHC).

2.6 The Local Authority will provide the school with any reports, assessments or documents relating to the child. The school will not be expected to consider the suitability of a request for admission without receiving all relevant paperwork outlining the child's needs.

2.7 Riverside Bridge School will agree to be the named school in a pupil's final EHC plan, except where we feel the following conditions may apply:

- The school cannot meet the child's SEN
- The placement would be an inefficient use of resources
- The placement would be incompatible with the efficient education of the other children with whom the child will be educated

3.0 ASSESSMENT PLACEMENTS

3.1 The Governors of Riverside Bridge School recognise that it is not always possible when pupils are very young or new to the country to determine their level of special educational health and social care needs. Where necessary, a Local Authority may request the school to admit a pupil for a period of assessment in order for the child's needs to be determined. If this is the case, the school will produce a report in the timescales determined to inform the content of the EHC plan. This report will conform to The Special Educational Needs Code of Practice 2014.

4.0 ADMISSIONS PROCEDURES

4.1 Children can be referred to the school by the Local Authority but can only be admitted to the school following a decision to 'name' Riverside Bridge School on the relevant documentation by the Local Authority Provision/Placements Panel. The school Governors also need to formally state that the school can meet the special needs of that individual child. When this is the case, the referring authority accepts financial responsibility for the 'top up' funding of the place.

4.2 The school is currently funded for a set number of pupils determined by the Trustees of the Partnership Learning Trust.

4.3 Riverside Bridge School will make arrangements with child's current school to visit the student for an observation and discussion about the students' needs and abilities.

4.4 The Senior Leadership Team will enter a discussion to see if:

- The child's needs can be met within Riverside Bridge
- If there is currently a space within a relevant class to meet the child's needs and abilities

4.5 Riverside Bridge will then notify the referring team of their decision in writing.

4.6 Where the school is requested to take a pupil and the appropriate class group is full, the school will enter into discussion with the Local Authority about the admission arrangements if spaces are available in other classes on an individual case basis.

4.7 Interested Parties may request that a parent/carer visits the school. Whilst we positively welcome such visits, it is for a Local Authority Provision/Placements Panel to determine if the provision is both necessary and appropriate.

- 4.8 Following the notification of placement the Local Authority will write to notify the parents in the first instance and at the parents request organize the provision of transport if the child has special transport needs.
- 4.9 Prior to admission a member of school staff (normally the teacher) will arrange a home visit to meet the parents/carers and complete any admissions documents with the parents/carers. The school staff will also wish to discuss any medical issues with parents prior to the child starting school.
- 4.10 Children of statutory school age will start school as soon as arrangements for admission have been completed.