



**Admissions/Referral process**



### Document Control

Date of last review	October 2018
Date of next review	October 2019
Review period	Annually
Policy status	Statutory
Adopted by	Governing Body
Lead contact	Jen Ashworth

In line with their statutory obligations, the Local Authority will consult with the school prior to naming them in a statement, whilst the school will provide the Local Authority with the full school profile. This will include details of the curriculum and specialist support offered outlining the needs of the pupils for whom they are able to provide places.

Parents /carers can ask the local authority for a placement at Eden School. The LA will send Eden School a copy of the draft statement and the advice received, and will ask the School for their view. Eden School will inform the LA in writing of its view about the parental request within 15 days.

The LA will decide whether to name Eden School in the final statement.

It has three criteria it has to consider in reaching its decision:

- whether the school can meet the requirements of the pupil's special educational needs
- whether the placement is compatible with the efficient education of the other pupils already in the school
- whether the placement is compatible with the efficient use of resources

Where the LA names Eden School in the statement, it will send a copy of the final statement to the school. The school is under a duty to admit the pupil where places are available.

### **Admissions Criteria**

For the purpose of Eden admissions, our definition will cover the whole range of BESD; the defining factor will be that, without intensive support, their learning is vulnerable.

Admissions can take place at any point throughout the school year and where Eden School feels it can meet the needs of the pupil the local authority will be informed and an admission date arranged. Places are offered subject to availability and suitability and where parents/carers feel that they can fully support the placement.

The LA which holds responsibility for the individual pupil being placed, always makes the final decision. Where there are more requests for places than there are places available, the LA must make the final decision about who to place in consultation with the school.

### **Appeals and Complaints process**

The decision on naming the school within a pupil's statement rests with the Local Authority. If parents/carers do not agree with a school named within the statement they have a right to appeal to the first tier Tribunal. (SEN and Disability)

### **Induction to Eden Systems and Processes Stage 1 - Referral**

Referral paperwork from school or pupil access passed onto Headteacher by office.

### **Stage 2 – Admissions meeting**

Headteacher to:

1. Arrange admissions meeting with pupil and parent (and school and other agencies, if necessary).

2. Headteacher to do a home visit.
3. Complete Eden internal admissions paperwork.
4. Inform pupil / parent of their induction date and times, full time start date, and school uniform
5. policy, off site provision and expectations. Please note start date for provision at Eden will have to
6. be after the induction process.
7. Complete options chosen and pass onto Sarah for timetabling.
8. Pupils photograph to be taken.
9. Inform Staff and the pastoral team of pupils who will be starting induction prior to them starting.
10. Provide details to all staff via briefing notes / board set up in staff room– pupil name, year group,
11. additional information to inform planning and teaching.

Staff can be briefed before the pupil starts induction and a more in-depth analysis after induction.

### **Stage 3 – Induction**

Pupils to start induction with Pastoral Team and SENDCO.

Pastoral team to cover the following policies: Behaviour, Uniform, Drugs, interventions and conduct around school.

Completed assessments passed to:- Deputy for setting and to be added to pupil profile.

Deputy Head to pass a copy of time-table to all staff.

Behaviour Manager to inform parents of, outdoor provision and expectations around school

### **Pupil starts at Eden**

SENDCO to make announcement in morning briefing to inform tutors we have new students joining us. Pupils details will be on board in staff room - by SENDCO Pastoral team to meet new starter on first day, timetable given and introduce to form tutor. Form tutor to phone home at the end of the week to update family on their first week and every week thereafter.