



## **ADMISSIONS PROCEDURE/POLICY for BEAUFORT AND LANGLEY SCHOOLS**

### **Introduction**

Beaufort and Langley are primary age special schools for pupils with cognition and learning difficulties. Each school caters for children aged 2 – 11.

In order to ensure correct placement at Beaufort or Langley, senior staff will consider,

- a) the wishes of the parents;
- b) the Education, Health & Care Plan;
- c) observations of the child within his/her current placement.

### **An Admission Guide**

- 1) Contact is initially made by parents, professionals or SENAR and a visit to Beaufort or Langley is arranged.
- 2) On the visit, where appropriate, the parents will be asked to bring their child with them. This would not be appropriate for children who find change challenging.
- 3) The Executive Head Teacher, Head of School or other member of the management team will conduct the interview and show the family around the school generally, and more specifically an age appropriate class or group.
- 4) The interview should be a friendly, open and a frank explanation of the school's aims and values and will include issues of behaviour management, expectations, curriculum, uniform, parental meetings and support etc.
- 5) At this meeting the following information will be gathered and recorded (on the admin networks at Langley and Beaufort)
  - a) name
  - b) date of birth
  - c) address
  - d) phone number
  - e) child's strengths
  - f) child's special needs
  - g) where he/she goes at present
  - h) Educational Psychologist
  - i) medical issues/hospital/consultants
  - j) any other relevant information
- 6) We will endeavour to make visitors to the school feel comfortable.
- 7) It is unlikely that a satisfactory first visit will take less than 40 minutes.
- 8) The parents should be encouraged to look at other provision in order to make an informed choice, which they should communicate to SENAR

- 9) The LA will request a place for a child if they deem it to be appropriate. In considering a response, a member of staff may visit the child in their current setting to get more information. This visit and the EHCP may suggest that a child is not appropriate for a place at Beaufort or Langley. In such cases the head will write to the LA highlighting reasons why this is the case.
- 10) If pressure is placed upon the school to take an inappropriate child, the Executive Head Teacher will seek the backing of the Chair of Governors.
- 11) We recommend the involvement of the SEN Parent Partnership as they provide impartial support to parents.
- 12) Prioritisation  
If we are over-subscribed in a year group the following issues will be considered:
  - a) Children's special needs must be of a nature that can be met at the chosen school;
  - b) With reference to the above "while also (being) compatible with the interests of other children already in the school" should always be a first consideration.
  - c) Parents should actively want a place for their child at the chosen school. Distance from home will always be a consideration.
  - d) Towards the end of the summer term, transition sessions will be held for new children. This will serve the purpose of familiarisation and information exchange.

Groupings throughout the school may vary from year to year taking into account pupil needs and age.

Reviewed March 2019