



Eleanor Smith School

Admissions Policy

This policy was agreed and signed by the Governing Body and Head Teacher:

Author /Contact:	Clinton Pascoe
Approved by:	Head Teacher (to the LGB for ratification in November)
Policy Date:	October 2018
Review Date	September 2019



Eleanor Smith School

Admissions Policy

INTRODUCTION

Eleanor Smith School (ESS) is a provision for pupils aged 5 to 16 years. Progression through the Code of Practice will have indicated that pupils have social, emotional, and Mental Health difficulties (SEMH) - and Special Educational Needs (SEN), which cannot be met fully in their local school.

Eleanor Smith School aims to present pupils with a broad, balanced and relevant education that promotes all aspects of their development. The school supports the pupils' mainstream school's responsibility of delivering the requirements of the National Curriculum where appropriate.

A placement of a pupil at Eleanor Smith is requested through the Borough's SEMH Referral System. A panel made up of representatives from ESS, the LA, SEN Section, the Educational Psychology Service and Behaviour Support Services meets monthly to discuss cases that have been referred for a placement at Eleanor Smith. A decision is made, based on the evidence provided as to whether the referral is appropriate and if a placement at ESS is to be offered.

Pupils, who attend Eleanor Smith School, do so, on a variety of placements, ranging from 1 – 5 days per week. The initial starting point is either 3 or 5 days. For any remaining part of the week pupils attend their local schools where they remain on roll. In addition to attendance at Eleanor Smith School, support may be provided by the Eleanor Smith School into the mainstream environment for pupils according to their needs and in negotiation with the mainstream school.

The school aims to fully assess the educational needs of the individual pupil and plan and implement support to enable the pupil to be maintained successfully and increasingly in their local school.

Eleanor Smith School works in partnership with parents and carers, the Local Authority, mainstream schools and all relevant agencies which can positively contribute to the meeting of the pupils needs.

The fundamental principle on which the work of the school is based is that of equal access and the opportunity for all pupils to thrive in their community.



Eleanor Smith School

Admissions Policy

ADMISSION STATEMENT AND AIMS

A clear procedure will be established for the admission of pupils, based on the principle of Inclusive Education, which will:-

- Assist parents and carers by ensuring that they receive all relevant information concerning an Eleanor Smith School placement
- Ensure that pupils, parents and carers, the L.A., local mainstream schools and all relevant agencies are fully aware of the status of the pupils in terms of the Code of Practice
- Facilitate communication between all parties involved with information relevant to assessing and meeting the educational needs of the pupils
- Provide a framework in which the Eleanor Smith School and mainstream schools can work together, and where the responsibilities of each are clearly defined (see Partnership Agreement)
- Allow the Eleanor Smith School to maximise its effectiveness, returning pupils in a supported and planned way to their mainstream schools/alternative educational provision, where appropriate, whilst trying to minimise the disruption to the pupils, parents/carers, mainstream school and Eleanor Smith School

PUPIL REFERRALS

These form two distinctive groupings:-

Group 1 – EHCP's Issued

These pupils have an Educational Health Plan indicating a placement at the Eleanor Smith School.

Group 2 – Assessments

These pupils are placed for the purpose of Statutory Assessment. Pupils continue to attend the Eleanor Smith School until a decision is taken by the Local Authority Panel to either issue an Educational Health Plan specifying continuing attendance at



Eleanor Smith School

Admissions Policy

Eleanor Smith School or recommend other provision, resulting in a pupil's placement at Eleanor Smith School coming to an end.

ADMISSIONS PROCEDURE

Eleanor Smith School follows standard procedures for the admission of pupils, although there may be some slight variation for pupils according to individual circumstances.

INITIAL PARENTAL INVOLVEMENT

Contact - The parent/carer are informed of the formal referral of the pupil by the L.A. The parent or carer then contacts the school who are, with the pupil, invited to visit the school.

Visit - The parent/carer and pupil are given the opportunity to view the school and meet with the Head Teacher or senior members of staff and other relevant staff.

The nature of the pupil's needs and their strengths, as perceived by the parent/carer and pupil, are discussed, and the nature of Eleanor Smith School and the way we work is explained.

The parent/carer receives information, which contains relevant documentation pertaining to the school.

Parents may wish to accept the placement at this point, or may wish to have longer to consider the placement. If parents agree to the Eleanor Smith placement, an admissions meeting is then organised.

Were there to be a decision to decline the placement, the LA would be informed.



Eleanor Smith School

Admissions Policy

ADMISSIONS MEETING

On acceptance of the placement an admission meeting should be convened within one week. This will be chaired by a senior member of staff and may comprise of:-

Parent or Carer

Prospective Class Teacher/Support Worker

Parental Liaison Officer

Mainstream school representative. (For permanently excluded pupils both previous and current schools)

Re-integration into Education Team (RIET)

Behaviour Support Service (if there has been involvement)

Anticipated link school (if Year 6 pupil or previously permanently excluded)

Assessment and Commissioning Officer (ACO)

Education Welfare Officer

Social Care representative (if appropriate)

Speech and Language Therapy representative (if appropriate)

Health Authority representative

Educational Psychologist

Child and Family Consultation Service representative (if appropriate)

Other agencies as appropriate

Each of the above should bring to the meeting relevant records and documentation which can be shared with those in attendance.



Eleanor Smith School

Admissions Policy

During the course of the admission meeting information will be exchanged regarding the pupil and an 'Action Plan' devised which is likely to address the following;

- Liaison arrangements between Eleanor Smith School, mainstream school and parents/carers with the establishment of lines of communication and named key personnel.
- Support arrangements.
- A date for a Review of Progress Meeting.
- An outline date for the completion of the Statutory Assessment (where appropriate).
- An admittance date to Eleanor Smith School.
- Transport arrangements.
- Lunch arrangements.
- Organisation of a home visit by the Parental Liaison Officer.
- At this point the responsibilities relating to both educational establishments
- needs to be clearly stated.
- The meeting is minuted and the minutes are distributed to all relevant parties.

ADMISSION POLICY REVIEW

The policy is reviewed on an annual basis. Effectiveness will be monitored in terms of achievement of its aims. Revision to the Policy is made as statutory obligations are changed and in line with local initiatives.