

# Dame Ellen Pinsent School Admissions Policy



*Dame Ellen Pinsent: Where children develop independence and confidence; learning through curiosity, play and enquiring*

<b>Next Review:</b>	Autumn 2022	D.Fountain	<b>Policy Type:</b>	
<b>Last Review:</b>	April 2021	D.Fountain	<b>Adopted from:</b>	HR Services
<b>Date Ratified:</b>			<b>Governing Body:</b>	FGB
<b>Pages: 2</b>			<b>Review Period:</b>	2 years

## Admissions Procedure

The LA that refers pupils with EHCPs to the school. Our designated need identified with the LA is Cognition and Learning; Speech, Language and Communication Needs. Each year the school has a commissioning meeting with the LA to determine appropriate place numbers (150 2021/22). The procedure below is what the school follows for the admission of pupils.

- The LA send paperwork (EHCP) for pupils referred from the placement panel
- The Head Teacher reads the paperwork and assesses the suitability of placement at Dame Ellen Pinsent School (delegated by the Governors).
- If the placement is likely to be suitable and further information is required an observation of the pupil is carried out, by the Head, DHT or AHT, in their current setting.
- A reply slip (Governing Body response) is sent back to the LA to say whether the school is able to offer a place or not.
- Places are only offered if there is a vacancy within the appropriate class.
- The Head Teacher checks with the office and the Visitors Log to see if the parents of the pupil have visited the school, if no, then we invite the parents to come and visit. If yes, then we formally offer the pupil a place and ask parents to come to school to sign the relevant paperwork.
- The school keep an admissions register with all information on. This is maintained by the Head and the Office manager
- The Head and Deputy conduct all visits on the designated days.
- Office staff and the School Nurse will support parents in completing the relevant school/medical paperwork.

## Aims

To ensure that admissions to Dame Ellen Pinsent School are fair and appropriate to all pupils, including those who are already on roll.

## Relationship to Other Policies

The policy supports, promotes and reflects the school ethos, aims and vision.

- Equal Opportunities Policy
- Race Equality Policy

## Principles

Dame Ellen Pinsent School is a primary age school which caters for pupils with Moderate Learning Difficulties; Complex Moderate Learning difficulties; Speech, Language and Communication needs and mild ASD (Cognition and Learning designation)

Pupils may enter the school rising the age of 5 and may continue until the age of 11, if the placement is appropriate.

Recognition is given to the fact that for some pupils' accurate assessment of their needs prior to admission is difficult. These pupils may be admitted pending further assessment and a change of provision may result. This may relate to the degree of learning difficulty, the effect of other disabling conditions or emotional and behavioural difficulties.

Priority will generally be given where the pupil has siblings attending Dame Ellen Pinsent School, if the Educational Health Care Plan specifies appropriate learning difficulties.

Admission into the school will generally be into Key Stage age groups.

Priority will generally be given to pupils living closest to the school. This is in order to maintain close links with the pupils' home and parents and to ensure value for money for the LA transport section.

Needs which arise from some degree of emotional and behavioural difficulties, which are a result of the pupil's learning difficulties or autism, can usually be met at Dame Ellen Pinsent School. If these difficulties, however, are found to be a major concern, the school is not staffed or funded to take them we may be unable to admit them. A Review of the EHCP will be requested of the Educational Psychologist working with school, who may recommend a transfer to another provision.

### Procedures

All pupils will be identified as having special needs by a team of professionals directed by Birmingham Education Authority and will have an EHCP. The LA will then request a placement at the school.

### Roles and Responsibilities

The Head Teacher will ensure that:

- Admissions to the school are appropriate and not to the detriment of the pupils already on roll.
- The required level of staffing is in place prior to the pupil's arrival.
- That parents / carers have been shown around the school and that they understand the ethos and aims of the school.

All staff are expected to:

- Familiarise themselves with the pupils EHCP, their medication regime and their particular syndrome or diagnosis, prior to admission.

All students will:

- Abide by the school's golden rules.

The Governing Body will:

- Transfer the responsibility of admissions to the Head Teacher.