

**Outcomes
First
Group.**

Admissions Policy

Castle Garden School

July 2023

Headteacher: Rob Walton

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1.0 INTRODUCTION

Implementation: It is the responsibility of line managers to ensure that staff members are aware of and understand this policy and any subsequent revisions.

Compliance: This policy complies with all relevant regulations and other legislation as detailed in the *Compliance with Regulations & Legislation Statement*.

2.0 REFERRALS

1. We accept referrals from Local Authorities (LAs).
2. We are able to give parents/carers information regarding our assessment and admission process; however, we encourage parents/carers to engage in dialogue with their local authority and make a joint application.

3.0 ASSESSMENT PROCESS

1. Once a referral has been received from an LA, the documentation is received by the admissions and referrals manager. If the pupil does not meet the Admission Criteria (4a) or there are no places available, a letter will be sent to the Local Authority to inform them that the referral is not going to be followed up.
2. The admissions and referrals manager sends the paperwork to the relevant members of SMT and the therapy team.
3. The Headteacher, after reading the paperwork, will either ask that an initial visit is booked or give a reason why they believe the school would not be able to meet a child's needs.

In the case of the former decision, the assessment will typically consist of:

- An initial visit with the relevant staff member (Therapy team may need to accompany)

- Meeting with parents/carers to discuss the child's educational needs and school history
- Taster sessions offered to the child (where appropriate)
- Observations in class and during unstructured times in the school day

4. If the school feels able to meet the needs of the pupil they are offered a placement.

The school will offer pupils a placement when confident that the pupil's needs can be met. During this placement the pupil's engagement in lessons, attendance and behaviour will be closely monitored by their teaching team.

The school is able to end assessment periods at any point if unable to fully meet the needs of the pupil.

5. This assessment will be evaluated and a final decision on suitability of placement made by the Headteacher.

The decision will be made in line with the Code of Practice:

- Special Educational Needs – can the school meet the child's needs?
- Resources – would the placement be an efficient use of resources?
- Current pupils – would the placement be incompatible with the efficient education of the other children with whom the child will be educated?

6. Depending on the source of the referral, the LA and/or parents/carers will be notified in writing of the outcome of the assessment within 10 working days of completion of the assessment process. Please note: the process is deemed to be completed when all information is gathered.

7. If Castle Garden School is able to meet the child's special educational needs, an offer of a place and a start date will be given to the LA. When the LA confirms that the offer of a place is going to be taken up, Castle Garden School will send a letter confirming this to the LA and to the parents/carers.

8. The parents are responsible for making transport arrangements with the SEN transport teams relevant to their boroughs. Please inform the school accordingly.

9. If the decision is that a placement cannot be offered, the reasons will be passed onto the admissions and referrals manager who will liaise directly with the LA / Parents.

4.0 CRITERIA FOR ADMISSION

For consideration for admission to the School:

- The child's primary need must be identified as being on the Autism Spectrum diagnosis or traits similar to Autism
- The child will have an Education and Health Care Plan issued by their Local Authority (LA)
- The Local Authority (LA) will accept financial responsibility for the pupil's education at Castle Garden School
- The child will have the commitment and support of their parents/carers to the educational approaches used at Castle Garden School



- The school is suitable for the child's age, ability and aptitude
 - The child's attendance at school would be compatible with the provision of efficient education for the children with whom the child would be educated
 - The attendance of the child at the school would be compatible with the efficient use of school resources
 - Admissions are made on the basis of availability of placements, taking into account the above factors, plus a child's level of functioning, learning difficulties and age
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