



Arbour Vale School Admissions Procedure

CRITERIA

Arbour Vale School is a special needs school that provides 325 places for children and young people aged 2-18 (Pre-Nursery to Year 13). Year 14 placements are available in exceptional circumstances if agreed by all parties. The decision to name Arbour Vale School as a placement is ultimately the decision of the Local Authority (LA); however, this generally follows extensive consultation with the school. Pupils will be considered for the school when it is clear that they will benefit from the provision and that they meet the following criteria:

a) Applicants will have an Education, Health and Care Plan (EHCP). However, in exceptional circumstances it may be necessary to make an emergency placement. Examples of exceptional cases when it may be necessary to make an emergency placement include:

- The child or young person arrives unexpectedly in the LA from overseas and exhibits significant learning needs that would warrant an EHCP.
- The child or young person's needs have changed suddenly and drastically enough to warrant an EHCP.
- The EHCP process has been started but is not completed due to the age of the child.

b) Applicants will have a range of additional learning needs, some of which may be complex special needs. In addition, this may include one, or a combination of the following:

- Autism Spectrum Disorder
- Profound and multiple learning difficulty
- Physical disability
- Severe learning difficulty
- Down Syndrome
- Global Developmental Delay
- Cerebral Palsy
- Speech, Language and Social Communication Needs
- Multi-sensory Impairment

c) Admissions for each Year Group (Pre-N to Year 14) are considered as follows:

- Whether Arbour Vale School would be suitable for the age, ability, aptitude or SEND of the child or young person.
- Whether the attendance of the child or young person at Arbour Vale School would be compatible with the efficient education of others, or the efficient use of resources.
- If there is a space in a compatible class, meaning there must both be a space in the relevant Key Stage and a space in a suitable class to meet the child or young person's needs.

VISITS

In cases where Arbour Vale School is a possible placement for a pupil, the family will be encouraged to visit. However, there can be no binding commitment about the pupil's suitability, nor an offer of a place, before the LA has made a recommendation about placement. If parents/carers request a place at Arbour Vale School prior to any formal contact by the LA with the School, they should be referred to the LA SEND Team to ensure the appropriate channels are followed.

REFERRAL

When a referral is received from the LA, the School will consider all referrals and respond in writing within the time limit set by the LA. If a decision is taken by the school not to offer a place, the LA must be given the reasons for that decision. The reasons should be expressed in terms of the needs of the pupil, whether a place is available at the school within the appropriate provision (e.g. year group or key stage and class group) and/or the efficient education of other pupils already at the school, so that it is clear why Arbour Vale School considers that the pupil does not meet the published Admissions Criteria.

ASSESSMENT

When a referral is made, the LA will consult with the school and will always attach the EHCP, the most recent Annual Review and any relevant reports about the pupil from the professionals involved. The Principal and SENDCO will review the referral papers and request any additional reports required. The SENDCO will decide if additional assessment of the pupil in their current educational setting or home environment is required, in some cases this may result in an extension to the consultation process. If it is considered that the pupil does not meet the admissions criteria, the LA will be informed of the reasons in writing.

OFFERS

If Arbour Vale School can accept a referral, the Principal will write to the LA accepting the referral, including details of financial requirements, a start date and the date by which the offer should be accepted. If the LA fails to accept the place by the date set out in the letter, it will be assumed that the LA no longer wants the place and the offer may be withdrawn.

TRANSITION

When a placement has been agreed a 'New Pupil Meeting' will be arranged between senior school staff and parents. At this meeting further information on the pupil will be sort, parents will provide the necessary paperwork, a transition programme will be developed and the start date for the pupil will be confirmed.

OVERSUBSCRIPTION CRITERIA

If Arbour Vale School is oversubscribed but the needs of the child or young person can be met then the application will be discussed with the Local Authority at a placement planning meeting and reconsidered should a placement become available.

If Arbour Vale School has exceeded the planned admission number (PAN) it may still be possible to offer a placement but the requesting LA would be required to fund an additional placement cost.

EXIT CRITERIA

A child / young person will be referred to the LA SEN panel if:

- It is considered that he/she has progressed and developed such that it is the view of the school that he/she may be able to access a differentiated mainstream curriculum
- Other changing needs of the child indicate that an alternative provision may be more appropriate, including more specialist provision

APPEALS (The First-Tier Tribunal –Special Educational Needs and Disability)

If a parent or guardian of a child or young person in respect of whom an EHCP is maintained by a Local Authority appeals to the First-tier Tribunal (Special Educational Needs and Disability), either against the naming of the school in the child's EHCP or asking the Tribunal to name the school, the school agrees to be bound by the decision of the Tribunal on any such appeal. Where the school, the Secretary of State or the First-tier Tribunal (Special Educational Needs and Disability) has determined that it should be named in a child's EHCP, the school must admit the child to the school.