

POLICY

Policy number	PS01
Policy name	Admissions
Issue date	January 2017
Review date	January 2020
Next Review date	January 2022
Owner	Head Teacher/Governing Body

Context

In formulating our Admissions Policy, we recognise the importance of the regulations and the spirit of the Special Educational Needs and Disability Discrimination Act (2001), The Human Rights Act (1998), The Race Relations Act (1976), the Sex Discrimination Act (1975) and the Children and Families Act (2014).

The Governing Body approves the following Criteria for Admission, Selection for Admission and Appeals process.

1. Criteria for Admission

In order to be admitted to the school, an applicant should fulfil the following criteria:

- 1.1 A diagnosis of autism from an authoritative and generally accepted source. S/he may also have other learning/cognitive challenges (e.g. speech and language/communication delay, etc.).
- 1.2 A referral - normally accompanied by an Education, Health and Care Plan – will have been received from a funding body or private funder.
- 1.3 A formal assessment will have been completed by the School.
- 1.4 Confirmation of funding must have been formally received within 15 days of an offer.
- 1.5 Parents/guardians have agreed to the policies and procedures of the school.

2. Selection for Admission

The maximum number of students attending the school determined by Her Majesty's Inspectorate for Schools (HMI) is 90.

When a place becomes available and more than one student has been referred to the school, a selection will be made. The Admission Panel will advise on selection. The selection will take account of the following factors:

- Siblings already placed at the school
- Match of potential students to class available in terms of age, gender and needs
- Match of learning styles of potential student to place available
- Risk level of challenging behaviours exhibited by the student balanced against levels exhibited by other students.
- Health and Safety considerations

The Admission Panel will also take into consideration the statutory guidance in the *SEND code of practice: 0 to 25 years* 9.77 – 9.80 and Sections 33 and 39 of the Children and Families Act (2014). In particular, a local authority must comply with a preference requested by a child's parent or a young person unless:

- it would be unsuitable for the age, ability, aptitude or SEN of the child or young person, or
- the attendance of the child or young person there would be incompatible with the efficient education of others, or the efficient use of resources

Efficient education means providing for each child or young person a suitable, appropriate education in terms of their age, ability, aptitude and any special educational needs they may have. Where a local authority is considering the appropriateness of an individual institution, 'others' is intended to mean the children and young people with whom the child or young person with an EHC plan will directly come into contact on a regular day-to-day basis.

The local authority must consult the governing body, principal or proprietor of the school or college concerned and consider their comments very carefully before deciding whether to name it in the child or young person's EHC plan, sending the school or college a copy of the draft plan.

5. Appeals

Where a party objects to the decision taken to decline a place, the person or organisation has the right to appeal against the decision. Appeals should be made in writing within 28 days of the decision, to the Chairman, Portfield School Governors, c/o Company Secretary, Autism Wessex, Portfield School, Parley Lane, Christchurch, Dorset BH23 6BP.

A committee of the governing body may hear the appeal. The appeal will be heard within 28 days of receipt of the appeal papers. The appellant has the right to put their case to the committee in person.