



## **Admission Policy**

### **Introduction**

Astley Park School is a special school for pupils aged 4-16 years who have a wide range of learning difficulties including moderate, severe or complex learning difficulties, children who are on the autistic spectrum or have communication and language difficulties. The school is located within the Lancashire.

### **Rationale**

Through our Admissions Policy and Procedure the Staff and Governors wish to ensure that all admissions to the school enable a child to settle into the life and routines of the school as easily as possible. The school wishes to work in partnership with parents / carers, and to be supportive and sensitive to the needs of the child and his or her family.

### **Aims**

- To ensure that a child's introduction / transition to Astley Park School is made as easy as possible for the child and his or her family.
- To establish professional and supportive links with parents / carers.
- To begin a positive partnership with parents / carers this will continue throughout the child's stay at Astley Park School.
- To enable the parents / carers to learn about the school, the curriculum and it's staff.
- To enable the staff to make early assessments of the child to ensure that Individualised Education Programmes / protocols and procedures are in place as soon as possible.
- To liaise with parents / carers and all professionals who have worked with the child prior to them attending Astley Park School, in order for the staff to gain an early knowledge and understanding of the child's special educational needs.



## **Admissions Procedure for Children Approaching Statutory School Age**

1. Parents / Carers request a without-prejudicial visit to see Astley Park School.
2. An appointment is made with the Headteacher or a member of the Leadership and Management team to visit the school. The parents / carers are given a Prospectus, Local Offer and SEN Information report and have the opportunity to ask any questions they may have. During the visit the parents or carers and child meet the school staff and are able to see class groups in action. They also have the opportunity to have short discussions with individual members of staff, where appropriate and meet some of the pupils.
3. Parents / Carers made a request for a place via the Local Authority SEN office.
4. The SEN office then requests a place at Astley Park School. This is via a letter sent to the school
5. If a place is available and agreed, a letter is forwarded to the Local Authority (LA), stating an appropriate start date for the child.
6. The Local Authority (LA) confirms the child's placement at Astley Park School via a letter to the parents / carers. A copy of this letter is also sent to school.
7. The Local Authority (LA) also forwards to parents / carers a transport request form which when completed is processed by the LA.
8. School sends a letter of placement to the parents / carers stating the start date for the child and the names of the staff members who will be working with their child. A welcome pack is also provided for parents / carers which informs them of uniform requirements, the payment of dinner money and school holiday dates etc.
9. The Parent / Carer Manager then contacts the parents / carers to arrange a mutually convenient home visit by herself prior to the child starting school.
10. During this visit parents / carers are asked to provide any information which they feel will be useful to help the child settle into school easily. This usually includes details about the child's personal care needs, such as, how or what the child eats and drinks, whether they are toilet trained or a toilet training programme is in progress, what their favourite activities are etc. The school staff also provides parents/ carers a Data Collection form, a school uniform list, a prospectus and a 'Starting



School' booklet for the parents to complete. Assistance is provided for parents / carers over the completion of these forms if it is required. Arrangements are then made for some transition visits prior to the child's starting date.

11. During the child's transition visits, parents / carers are provided with the opportunity to discuss any queries about school with the Parent/ Carer Manager, Class Teacher, Deputy Headteacher and / or Headteacher. Permission forms for swimming, educational outings during the normal school day and the taking of photographs are completed. Where required, parents / carers also meet with the school nurse, to discuss any medical issues, draw up medical protocols, risk assessments, manual handling plans and complete medical consent forms.
12. During transition, school staff will liaise with the child's present nursery or school to enable them to be provided with any essential information such as the child's IEP, individual targets and assessment data. Permission is gained from parents / carers to enable this liaison to take place.
13. For children who will be commencing their place at the start of the academic year, they are also invited to attend transition mornings/ week, which take place in July, prior to the end of summer term. During these visits parents / carers, have an opportunity to meet with other new parents / carers, learn more about their child's new school and ask questions.

#### 14. **The First Day at School**

The child is welcomed into class on his or her first day and gradually introduced to all the activities and school routine.

Children are closely supported and guided by staff throughout all activities, at lunchtime, when travelling around the school and in the playground to ensure that they feel re-assured and comfortable in their new school surroundings.

Home / School diaries are sent home for parents / carers in order for them to keep in touch with what is going on in school. Parents / Carers are encouraged to write in these books regularly; especially about any appointments their child may have and other important information such as whether their child has slept the previous night or refused breakfast etc. (Information and comments from parents / carers can often be a good starting point to the school day).

Parents / Carers are encouraged to come into school to discuss any issues however big or small but we do request that they ring first to



make an appointment with the Parent/ Carer Support Manager, Deputy Headteacher, Headteacher or Class Teacher.

Parents / Carers are also encouraged to ring school whenever they wish if they need to discuss anything over the telephone. Although class staff cannot leave the classroom unattended, they will endeavour to return the call during lunchtime or at the end of the school day. If it is a more urgent matter parents / carers could ask to speak to the Parent / Carer Support Manager, Deputy Headteacher or Headteacher.

### **Admissions / Transition Procedure for Children Transferring From Mainstream Schools**

1. Parents / Carers request a without-prejudicial visit to see Astley Park School.
2. An appointment is made with the Headteacher or a member of the Leadership and Management Team to visit the school. The parents / carers, and often the child, are shown around school, are given a Prospectus and have the opportunity to ask any questions they may have. During the visit the parents/ carers and child meet school staff and are able to see the class groups in action. They also have the opportunity to have short discussions with individual members of staff, where appropriate and meet some of the pupils.
3. If the parents / carers feel that a transfer to Astley Park School is appropriate for their child, an Educational Psychologists Assessment is arranged by the mainstream school along with an Annual Review meeting to discuss the child's future school placement with parents / carers and all the professionals concerned.
4. If a transfer is recommended by the Review meeting, the request is submitted to the Local Authority for consideration. If this is approved by the Authority a formal request for a place at Astley Park is made by the SEN office.
5. If a place is available and agreed, a letter is forwarded to the Local Authority (LA), stating an appropriate start date for the child.
6. The LA confirms the child's placement at Astley Park School via a letter to the parents / carers. A copy of this letter is also sent to the school.
7. The LA also forwards to parents / carers a transport request form which when completed is processed by the LA.



8. The school sends a welcome pack to the parents / carers which includes a letter confirming a place, the start date for the child and the names of the staff members who will be working with their child. It also provides information for parents / carers on uniform requirements, the payment of dinner money and school holiday dates etc. Admissions forms are also included within this pack.

A transition plan is agreed with parents / carers, which is appropriate for the needs of the child. This involves arranging the child's transition / link visits with parents / carers and the child's mainstream school, which will enable the child to get to know Astley Park and his / her new peers and staff. During visits parents / carers are asked to provide any information which they feel will be useful to help the child settle into school easily. The transition plan may also involve visiting the child in their current school to share information about past assessments, progress made and Individual Education Programmes.

9. A home visit and a meeting with the school nurse, to discuss medical information is also arranged, if required. Assistance with the completion of admissions forms is also provided by the Parent / Carer Manager as necessary.
10. During the transition process the child's personal Medical Protocols, Risk Assessments, Manual Handling Plans, Positive Handling Plans etc., are drawn up as required and agreed with parents/ carers.
11. For children who will be commencing their place at the start of the academic year, they are also invited to attend transition mornings / week, which take place in July, prior to the end of the summer term. During these events we hold coffee mornings for parents / carers where there is an opportunity to meet with other new parents / carers, learn more about their child's new school and ask questions.

## **12. The First Day at School.**

The child is welcomed into class on his or her first day and because they have participated in a number of transition visits they are usually beginning to become familiar with the school routine.

Children are closely supported and guided by staff throughout all activities, at lunchtime, when travelling around the school and in the playground to ensure that they feel re-assured and comfortable in their new school surroundings.



Home / School diaries are sent home for parents / carers in order for them to keep in touch with what is going on in school. Parents / Carers are encouraged to write in these books regularly; especially about any appointments their child may have and other important information such as whether their child has slept the previous night or refused breakfast etc. (Information and comments from parents / carers can often be a good starting point to the school day).

Parents / Carers are encouraged to come into school to discuss any issues however big or small but we do request that they ring first to make an appointment with the Parent / Carers Support Manager, Deputy Headteacher, Headteacher or Class Teacher.

Parents / Carers are also encouraged to ring school whenever they wish if they need to discuss anything over the telephone. Although class staff cannot leave the classroom unattended, they will endeavour to return the call during lunchtime or at the end of the school day. If it is a more urgent matter parents / carers could ask to speak to the Parent / Carer Support Manager, Deputy Headteacher or Headteacher.



Astley Park School



Date policy approved by Governing Body Policy Committee: 16.05.2018

Signed by Chair of Policy Committee: \_\_\_\_\_

Mr M Maher

Signed by Chair of Governing Body: \_\_\_\_\_

Mrs W Blundell

Date policy to be reviewed by Policy Committee: Summer Term 2019

