



Admissions Policy

Date Reviewed:	May 2023
Date approved by Governors:	May 2023
Date For Review:	May 2026

Arrangements for the admission of pupils with SEND to Telford & Wrekin specialist provisions

Name of School: Southall School

1. Function/Aim

- 1.1 This is a maintained day special school for pupils aged 11-16 years. Pupils will be provided with an appropriately paced and differentiated curriculum.
- 1.2 The school is designated a complex needs school for pupils with moderate learning difficulties and associated other needs.
- 1.3 The school is accessible for wheelchair users and is on one level.

2. Size and staffing

- 2.1 The Local Authority (LA) is the admissions authority. The school currently has places for 160 pupils.
- 2.2 Staffing levels are enhanced so that pupils are usually taught in classes of **8 to 14 pupils depending on need** with a teacher and at least one teaching assistant and an appropriate number of additional teaching assistants to meet the needs of the class group.
- 2.3 The school receives advice from a range of health professionals in order to meet the needs of the pupils as assessed by the appropriate professionals.

3. Funding

- 3.1 The school is funded on a place led basis by the LA.

4. Criteria for placement

- 4.1 All pupils will be under assessment or have Education Health and Care Plan (EHCP).
- 4.2 The pupil's identified needs will be complex and significant in at least two areas of need as described in the Special Educational Need Code of Practice. **This will always be cognition and learning** (moderate learning difficulties) and may also be **communication and interaction** (autistic spectrum disorder and/or speech and language difficulties) and / or have associated **emotional, social and mental health** difficulties. In addition, pupils may have **sensory or physical** difficulties.

5. Referral routes

- 5.1 Pupils may be considered for placements:
 - Following a Statutory Assessment or as a provision within an EHC plan.
 - Following an Annual Review which identifies Southall School as an appropriate provision within an Education Health and Care Plan.
 - On arrival into the LA having previously attended a specialist provision or special school.
 - Following a parental request with supporting professional advice.
 - In exceptional circumstances e.g. sudden trauma.
 - Following a request from another LA.

6. Evidence to support the need for a special school place

- 6.1 There will be evidence from a range of agencies that a special school placement is appropriate. This will include an educational psychologist's opinion where possible.
- 6.2 The views of the parent/carer and the pupil will also be considered. Pupils will be placed at Southall School in accordance with parental/carer wishes provided that the school is suitable to the pupil's age, ability and special educational needs and placement of the pupil is compatible with the efficient education of the other pupils and is considered to be an efficient use of public resources.

7. Prioritising placements

- 7.12 If there are more pupils who meet the criteria than available places the following priorities apply;
- The pupil is a Child in Care and there is evidence that the placement will be appropriate to meet their needs.
 - The current educational placement is no longer successfully meeting the pupil's needs.
 - The child doesn't currently have a school place.

8. Admission procedures

- 8.1 Once the LA has decided that the referral is appropriate the Headteacher will be consulted at **either** a termly meeting with SEND officers **or** by the sending of individual papers. Following the receipt of papers, the head teacher Headteacher will have 15 working days to consider the admission. When the admission(s) is agreed the LA will formalise this by notifying parents/carers and the pupil's current school so that admission arrangements can be made and a start date can be agreed.
- 8.2 *Non Telford and Wrekin LA's requesting placements are asked to send the papers to Telford and Wrekin who will then bring to the termly admissions meeting with the school.*

9. Transport

- 9.1 Pupils are entitled to home to school transport if they live 3 or more miles from Southall School.
- 9.2 Transport may be provided for pupils who live nearer than the above distance if they have specific transport needs relating physical disabilities or significant learning and/or emotional difficulties. Written professional evidence will be required to support such a request (See Telford & Wrekin Educational Transport Policy).

10. Change of Placement

- 10.1 If a change of placement to another special school or mainstream school is being considered an LA officer **must** be consulted and a review of the pupil's EHCP will take place prior to any arrangements being made. The pupil is prioritised **either** through the regular LA placements meeting, for consideration at the Special Schools Admission Panel meeting which is held each term **or** by the sending of individual papers. Prospective pupil's papers will be sent to the members of that panel prior to the meeting. If a placement is agreed a timescale for transfer is planned.

11. Monitoring & Review

- 11.1 Every child's pupil's progress will be reviewed at least termly and an Annual Review meeting will be held within 10 months of the current EHCP being issued or the previous Annual Review meeting. The pupil and his/her parents/carers will be involved in all reviews.
- 11.2 These admission arrangements will be reviewed as necessary, via the termly meetings between the Headteacher and education officers.