

Dame Ellen Pinsent School Admissions Policy



Where children are happy;

developing independence and confidence, so that they can be their very best

Next Review:	Autumn 2023	D.Fountain	Policy Type:	Statutory
Last Review:	Autumn 2023	D.Fountain	Adopted from:	HR Services
Date Ratified:			Governing Body:	WGB
Pages: 2			Review Period:	Annual

Admissions Procedure

The LA that refers pupils with EHCPs to the school. Our designated need identified with the LA is Cognition and Learning; Speech, Language and Communication Needs. Each year the school has a commissioning meeting with the LA to determine appropriate place numbers (150 2023/24, although the school has stated the current safe number is 143). The procedure below is what the school follows for the admission of pupils.

- The LA send paperwork (EHCP) for pupils referred from the placement panel
- The Head Teacher/DHT reads the paperwork and assesses the suitability of placement at Dame Ellen Pinsent School (delegated by the Governors).
- If the placement is likely to be suitable and further information is required an observation of the pupil is carried out, by the Head, DHT or AHT, in their current setting.
- A reply slip (Governing Body response) is sent back to the LA to say whether the school is able to offer a place or not.
- Places are only offered if there is a vacancy within the appropriate class.
- The Head Teacher checks with the office and the Visitors Log to see if the parents of the pupil have visited the school, if no, then we invite the parents to come and visit. If yes, then we formally offer the pupil a place and ask parents to come to school to sign the relevant paperwork.
- The school keep an admissions register with all information on. This is maintained by the Head and the Office manager
- The Head, Deputy, AHTs or members of Extended Leadership conduct visits on the designated days.
- Office staff and the School Nurse will support parents in completing the relevant school/medical paperwork.
- Places at the school can also be given as a result of a tribunal hearing, where Dame Ellen Pinsent is named on the EHCP

Aims

To ensure that admissions to Dame Ellen Pinsent School are fair and appropriate to all pupils, including those who are already on roll.

Relationship to Other Policies

The policy supports, promotes and reflects the school ethos, aims and vision.

- Equal Opportunities Policy
- Race Equality Policy

Principles

Dame Ellen Pinsent School is a primary age school which caters for pupils with Learning Difficulties; Complex Moderate Learning difficulties; Speech, Language and Communication needs and mild ASD (Cognition and Learning designation)

Pupils may enter the school from 4 and may continue until the age of 11, if the placement is appropriate.

Admission into the school will generally be into year groups and classes where there are spaces.

Priority will generally be given to pupils living closest to the school. This is in order to maintain close links with the pupils' home and parents and to ensure value for money for the LA transport section.

Needs which arise from some degree of emotional and behavioural difficulties, which are a result of the pupil's learning difficulties or autism, can usually be met at Dame Ellen Pinsent School. If these difficulties, however, are found to be a major concern, the school is not staffed or funded to take them we may be unable to admit them.

A change of placement will be done through an annual review of the EHCP if the pupils needs can no longer be met. The EP will need to be involved and have also completed an observation and submitted a report.

Procedures

All pupils will be identified as having special needs by a team of professionals directed by Birmingham Education Authority and will have an EHCP. The LA will then request a placement at the school.

Roles and Responsibilities

The Head Teacher will ensure that:

- Admissions to the school are appropriate and not to the detriment of the pupils already on roll.
- The required level of staffing is in place prior to the pupil's arrival.
- That parents / carers have been shown around the school and that they understand the ethos and aims of the school.

All staff are expected to:

- Familiarise themselves with the pupils EHCP, their medication regime and their particular syndrome or diagnosis, prior to admission.

All pupils will:

- Abide by the school's golden rules.

The Governing Body will:

- Transfer the responsibility of admissions to the Head Teacher.