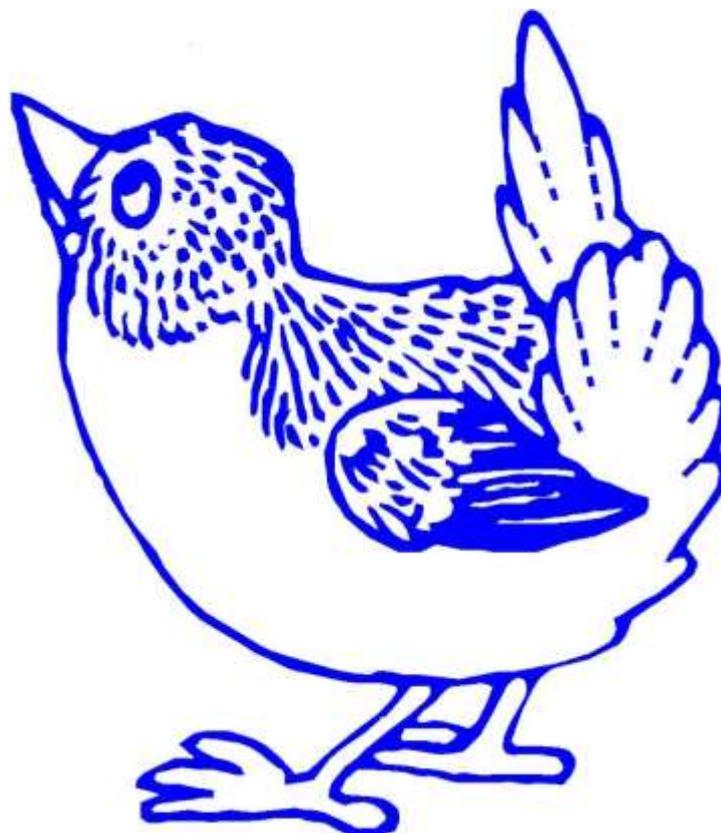


# Wren Spinney Special School

## Admissions Policy



**Approved by:** LGB

**Date:** December 2019

**Last reviewed on:** December 2019

**Next review due by:** December 2020

## Wellbeing in our Trust

Managing admissions to our school can be challenging and so this document aims to set out procedures to be followed to minimize what can be difficult process.

We are all affected by poor physical and mental health at times during our lives and it is important the appropriate support is available in a timely manner.

Health and wellbeing is everyone's responsibility and we encourage an open and honest culture whereby anyone can discuss any issues they may have.

The Trustees of Creating Tomorrow take the health and wellbeing of all employees seriously and are committed to supporting our staff. The Trustees ensure that support for staff is available through:

- Effective line management
  - Commitment to reducing workload
  - Supportive and professional working environments
  - Employee support programs
    - CIC (confidential counselling support available through Perkbox account).
    - The Teacher Support Line telephone number 08000 562561 or website [www.teachersupport.info](http://www.teachersupport.info)
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### 1. Aims

At Wren Spinney we are an inclusive setting to support young people with complex learning difficulties. To ensure that the school is able to continue to offer a broad and relevant curriculum for all our children, regardless of their background, culture or ability, there needs to be a process to ensure admissions to Wren Spinney reflect the school community and are in line with our funding agreement with the ESFA.

Each student is valued for who they are and what they bring to the school. We appreciate and celebrate the richness of diversity within the school community as well as the wider community. Through the work we do across the school on developing values, we actively promote the importance of respect, resilience, community and tolerance. Through this approach, students develop independence, confidence and integrity which prepares them for their future lives.

### 2. Admissions Statement

Northamptonshire Local Authority (LA) are the school admissions authority. In accordance with Northamptonshire (Northants) LA policy all children and young people admitted to Wren Spinney will have an Education Health and Care (EHC) Plan.

All admissions will be dependent on places being available in the school and within the right learning peer group. In consultation with the LA, the Headteacher will comment on the appropriateness of the placement and the school's ability to meet the child's needs as outlined in the EHC plan. The primary need of any student at Wren Spinney is a learning difficulty, which may be severe, complex or profound. Some students have additional needs such as ASD, ADHD, a visual, hearing or multisensory impairment, a physical disability etc. Some students may have behaviours that can be challenging as a result of their learning difficulty or their additional needs.

The LA and school recognise the importance of parental choice and referrals will be considered from outside the school's recognised catchment area. Where places are limited, the Headteacher and LA will prioritise referrals through discussions. All requests for places will be brokered through the LA.

Requests for a place at Wren Spinney should be made to Northants EHC Team

## 4. Admissions procedures

It is realised that parents of prospective students will be anxious and uncertain about what to expect when a special school is suggested as suitable educational provision for their child. It is therefore important that admission procedures are sensitive to their needs and reflects a structure that is predictable and understandable. This will be achieved by:-

- ensuring all prospective admissions are initially dealt with by the Headteacher.
- providing the opportunity to visit school and discuss needs with Headteacher. Parents are more than welcome to bring someone with them on this visit
- once EHCP has been issued and Wren Spinney has been named as an appropriate provision by the Local Authority, providing planned opportunities for the family and child to visit the school and meet their new teachers.
- providing relevant Class Teacher and team members with necessary papers so that where appropriate home visits can be arranged and involved professionals contacted
- ensuring parents are aware of arrangements such as transport, once an admission date has been agreed
- providing parents with an opportunity to meet with teachers for a progress report during term of admission

*Where visits to the school are arranged prior to the completion of the EHC plan, it will be made clear to all involved that such visits do not imply that the school has made a commitment to offer a place.*

## 5. Admissions Planning

The Headteacher, in consultation with Senior Leadership Team and relevant members of staff, will be responsible for all decisions relating to admissions. In this way student numbers will be dealt with in a planned and efficient way. In order to aid this process, the LA will alert all neighbouring authorities of the purpose of the EHC Team and the deadline for place requests each term. This will have implications for timing of their meetings, particularly in the summer term.

A student will not be admitted to Wren Spinney until signed agreement of the funding level has been completed by the LA responsible for that pupil.

The Headteacher reserves the right to decline a request for a place if it is felt that the school cannot meet the needs on as detailed on the statement or EHC plan.

The admissions policy is subject to annual review by governors and public consultation at least every seven years even if there have been no changes during that period.