

# Kingsweston School

## ADMISSIONS POLICY

### **Our Mission**

Staff and Governors of the school believe that all pupils are entitled to the best education that can be provided, and that this should be provided through a pupil centred approach. Delivery, we believe, should be through motivating and challenging experiences and the use of creative and well informed approaches to teaching and learning.

### **1. Introduction**

The Admissions Policy is determined by 'The School Admissions Code' and 'The Admissions Appeals Code' written by the Department for Education (DfE). Both codes are available from <http://www.education.gov.uk/schools/adminandfinance/schooladmissions/a00195/school-admissions-codes-and-regulations>. As a community special school Kingsweston is also governed by the Local Authority (LA) admissions policy of Bristol City Council (BCC) and these procedures are followed prior to the acceptance of any pupil. Details are available from the Special Educational Needs (SEN) department of BCC.

### **2. Procedures and Protocol**

- All pupils admitted to the school have a Statement of Special Educational Needs (SEN). Autism will be a defining feature for admission to some of the provisions.
- The school accepts pupils with severe learning difficulties and/or autism/social communication and interaction needs.
- The school will admit pupils in line with its legal responsibilities, the SEN and Disability (SEND) Code of Practice, data protection rules, and constraints set out by the LA.
- If the Governing Body in partnership with the Headteacher decide the school cannot meet the child's needs the authority is advised the reasons for this decision in a form that can be shared with parents/carers.
- On occasion requests are received from the LA to take pupils as a part of a pre-statement/Education Health and Care Plan (EHCP) assessment process. This will usually be for a six week period in the first instance and is subject to review in line with availability of places and resources, as well as the efficient, safe and effective operation of the school.
- The Governing Body of the school will receive formal requests for placements from the LA. The school will consider each pupil on their individual merits and with reference to relevant legislation to ensure we can meet their needs as defined by the statement/EHCP and that the school has the space, staffing, capacity and resources to accommodate the pupil within its existing operational organisation.
- Parents, carers, prospective pupils, their teachers and supporting professionals are advised to and are welcome to visit the school by prior appointment.
- School staff may visit the pupil's school and will be accompanied by translators as necessary.
- The school will offer taster visits and an individually negotiated induction package relevant to the individual pupil needs.