



# Admissions Policy

NeneGate is a 'Good' school – Ofsted  
July 2013

**This Policy should be reviewed every two years**

## Admissions Policy

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### **Aim**

Our aim is to provide outstanding provision for SEBD students in Peterborough. This will reduce the need for children to attend school elsewhere and therefore reduce spending on school transport or out of city schools. This will allow resources to be re-directed towards improving educational opportunities for children and young people. It will also allow students to be best supported by other local services in their home community.

### **Admissions Procedures & Parental Visits**

Pupils are referred to NeneGate School as a result of an assessment of their Special Educational Needs made by the Local Authority. All referrals to the school come via the SEN Services section of the LA and it is not possible for a parent or a Headteacher to request a place in the school directly.

Following a referral meeting, parents, carers and/or social workers caring for the prospective pupil are invited to bring the pupil concerned to the school to meet the Headteacher and to see the school. This meeting is designed to make initial contact with the pupil and his parents/carers and for them to see the school and to examine the provision being offered within the context of the specifications outlined in the pupil's Statement of Special Educational Needs/EHC Plan.

This preliminary meeting is also important as an opportunity for school staff to outline the school's policies, procedures and expectations and to stress the need for collaborative working between home and school.

If the placement is considered appropriate and is accepted by parents/carers, arrangements for admission are agreed. The process of phasing pupils into NeneGate School is planned on an individual basis in such a way as to best support pupil needs. Pupils' Statement of Special Educational Needs/EHC Plans are reviewed annually after placement and more regularly if necessary. Additional resources may be requested in order to support the students individual needs during the placement.



Parents/carers are encouraged to maintain regular contact with the school. Tutors will directly contact parents/carers each week, more frequently if necessary. Contact will also be made via our Family Support Worker.

When attending NeneGate School, children are offered a variety of courses, which include:

1. National Curriculum subjects leading to accredited qualifications including GCSE.
2. KS4 attendance at College
3. Careers conventions, visits and advice
4. Work experience programmes.

### **Admissions Criteria**

NeneGate School is a day special school for children with social, emotional and behavioural difficulties. Additionally, many of the children also have moderate learning difficulties and a variety of medical conditions.

The school will provide places for up to 40 students (rising to 56 September 2015). The Governors have agreed there should be a maximum of eight pupils per class. Pupils must have a statement of Special Educational Needs/EHC Plan. Assessment places will only be considered if the process to acquire a Statement/EHC plan has commenced.

1. Primary need should be BESD.
2. If there are major additional learning difficulties and the pupil is exceptionally placed in BESD School, appropriate support should be provided.
3. If NeneGate School is a change of named provision, an annual review must be held before placement is made or statutory reassessment.
4. A risk assessment will be completed
5. Preference will be given to in-county pupils.
6. The placement of KS4 pupils needs to be considered separately from KS2 and 3.
  - KS3 pupils may be moved to a KS4 class, but the reverse will not apply.
  - Admissions for Year 10 will only be accepted after Christmas in exceptional circumstances. Year 11 pupils will not be accepted at any time.
  - Pupils moving from another county, currently in similar provision will be considered for admission at any time providing there is space.
  - KS4 pupils who have been out of provision prior to the proposed placement will not usually be considered for the SEBD school.

1. Exceptional circumstances will arise that do not fit the general admission criteria and full discussion between the Manager of SEN and the Headteacher of the school will be required to resolve the issue of appropriate placement.
2. In the event of a difference of opinion between the Headteacher and the LEA, the Headteacher should discuss the issue with the Governors who may make representations to the LEA if they feel it is appropriate.
3. A meeting to address a pupil's IEP will be held within a half term of a pupil starting the school. Contributors would be:
  - Parents



- School
- Previous Provision
- Any other appropriate services

1. Parents and pupils must be given the opportunity to look around the school prior to admission.
2. Where possible, admissions will be arranged for the beginning of a term.
3. All admission enquiries should be directed through the LEA. Once admission has been agreed, the Headteacher, parent and pupil will agree the earliest mutually convenient starting date.
4. The code of conduct for the school will be made explicit to parents and pupils at the time of their initial visit.

**Authorisation:**

Signed: .....

Name: .....

Date: .....

Chair of the Governing Body

Date for Review: .....

**Revision History:**

Rev. No.	Date	Changes	Sign
1			
2			
3			
4			
5			
6			