



Outcomes
First Group

Admission Policy

Baston House School and Woodside Post 16 Hub

Admission Policy

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1.0 INTRODUCTION

Implementation: It is the responsibility of line managers to ensure that staff members are aware of and understand this policy and any subsequent revisions.

Compliance: This policy complies with all relevant regulations and other legislation as detailed in the *Compliance with Regulations & Legislation Statement*.

2.0 REFERRALS

1. We accept referrals from Local Authorities (LAs)
2. We are able to give parents/carers information regarding our assessment and admission process; however, we encourage parents/carers to engage in dialogue with their local authority and make a joint application.

3.0 ASSESSMENT PROCESS

1. Once a referral has been received from an LA, the documentation is received by the admissions and referrals manager. If the pupil does not meet the Admission Criteria (4a) or there are no places available, a letter will be sent to the Local Authority to inform them that the referral is not going to be followed up.
2. The admissions and referrals manager sends the paperwork to the Principal, relevant Senior Leader and SENDCo for initial assessment. At this stage, a member of the clinical team may be asked to review clinical requirements
3. After reading the paperwork, the Principal or Senior Leader will either ask that an initial visit is booked or give a reason why they believe the school would not be able to meet a child's needs

In the case of the former decision, the assessment will typically consist of:

- An initial visit with the relevant Senior Leader/SENDCo (Clinical team may need to accompany)
- Meeting with parents/carers to discuss the child's educational needs and school history
- Taster sessions offered to the child (where appropriate)
- Observations in class and during unstructured times in the school day (where appropriate)

The school reserves the right to discontinue the assessment process at any stage where it is considered that it would be unable to meet the pupil's needs appropriately.

4. This assessment will be evaluated and a final decision on suitability of placement made by the Principal.

The decision will be made in line with the Code of Practice:

- Special Educational Needs – can the school meet the child's needs?
 - Resources – would the placement be an efficient use of resources?
 - Current pupils – would the placement be incompatible with the efficient education of the other children with whom the child will be educated?
5. Depending on the source of the referral, the LA and/or parents/carers will be notified in writing of the outcome of the assessment within 10 working days of completion of the assessment process. Please note: the process is deemed to be completed when all information is gathered.
 6. If Baston House School and/or Woodside Post 16 Hub can meet the child's special educational needs, an offer of a place, together with a proposed start date, will be provided to the Local Authority.. When the LA confirms that the offer of a place is going to be taken up, Baston House School and/or Woodside Post 16 Hub will send a letter confirming this to the LA and to the parents/carers.
 7. Parents/carers are responsible for making transport arrangements with the SEN transport team in their home borough and should keep the school informed of these arrangements.
 8. If the decision is that a placement cannot be offered, the reasons will be passed onto the admissions and referrals manager who will liaise directly with the LA.

4.0 CRITERIA FOR ADMISSION

For consideration for admission to the School:

- The child's primary need must be identified as Autism Spectrum Disorder (ASD).
- The child must have an Education, Health and Care Plan (EHCP) issued by their Local Authority (LA).
- The Local Authority (LA) must accept financial responsibility for the pupil's education at Baston House School or Woodside Post 16 Hub.
- The child's parents/carers must support the educational approaches used at Baston House School and/or Woodside Post 16 Hub.
- The school must be suitable for the child's age, ability, aptitude and special educational needs.
- The child's attendance at the school must be compatible with the provision of efficient education for the children with whom they would be educated.
- The child's attendance at the school must be compatible with the efficient use of school resources.
- Admissions are subject to the availability of places and the factors set out above, together with consideration of the child's individual needs, level of functioning, learning difficulties and age.



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