



The Edith Borthwick School ADMISSIONS POLICY

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| Lead Governor | Ruth Sturdy |
| Date approved by Governing Body | 27 November 2023 |
| Next review date | Autumn 2024 |

Admissions Policy for Edith Borthwick School

ADMISSIONS CRITERIA:

There are 245 places at the school for children and young people aged between 3 – 19 years. Placement of a pupil at the school is the decision of the Local Authority (LA) in consultation with the school. Pupils will be considered for the school when it is clear that they will benefit from the provision and that they meet the following criteria:

- The pupil has an Education Health & Care Plan (EHCP)
- The pupil's primary need is identified as severe and complex learning difficulties.
- The pupil may have additional needs, which could include:
 - Additional learning difficulties
 - Autism
 - Medical needs/physical impairments
 - Speech and language difficulties

However, in exceptional circumstances it may be necessary to make an emergency placement, such as:

- the child's medical circumstances have changed suddenly, causing a rapid and serious deterioration in the child's health or development
- where a child arriving unexpectedly in the LA exhibits such significant learning difficulties as would normally warrant an EHCP.
- A child is admitted without an EHCP but is in the process of having one drafted.

PRIORITY ADMISSIONS AREA:

It is recommended that pupils referred to the school should live in the priority admissions area for the school and not that of other similar Essex Special schools, unless there are exceptional circumstances agreed between the LA and the school.

VISITS

In cases where the school is a possible placement for a pupil, the family will be encouraged to visit. However, there can be no comment about the pupil's suitability, nor an offer of a place, before the LA has made a recommendation about placement. If the parents/carers request a place at the school prior to any formal contact by the LA with the school, they should be referred to the Mid Area Office. Visits will be arranged once the pupil's papers have been discussed within the Mid Special School Panel.

REFERRAL/CONSULTATIONS

Consultations will be read by the school and discussed monthly through the special school panel (SSP). This information is then fed back to parents by the local authority, not the school. When a referral is received from the LA that needs to be considered outside of the timeframe of SSP, the school will consider the request and respond in writing within the time limit set by the Authority. If the school feels it is appropriate not to offer a place, the LA must be given the reasons for that recommendation. The reasons should be expressed in terms of the needs of the pupil and the efficient education of other pupils already

at the school, so that the Authority is aware of why the school considers that the child does not meet the published Admissions Criteria. Similarly, where the school feels that it can meet the needs of the pupil referred then it should also confirm that in writing.

Applications for places for pupils who are not Essex residents should be made through the pupil's Local Education Authority to the Mid Area Office. If the school receives a direct referral from another LA, they should check the area office has received a copy.

Parents and carers will be strongly encouraged to visit the school prior to a decision regarding placement. SEND Information, Support and Advice service can help you if you're a parent or carer, or a child or young person who needs information, advice and support about special educational needs and disability issues. We offer impartial and confidential support over the telephone or in person around educational issues.

The Mid Essex SEND operations team can be contacted on 0333 013 9949 or SENDOperations.Mid@essex.gov.uk

ASSESSMENT

When a referral is made, the LA will always attach the EHCP, the most recent Annual Review (except in the case of new statements) and any appended reports about the pupil from the professionals involved. The Head teacher will review the referral papers and request any additional reports required, to inform a decision. It is also likely that professionals from the school will visit the pupil and speak with parents.

The final decision about the appropriateness of the placement will be made by LA.

TRANSITION

When placement has been agreed, staff from the school will make contact with the pupil's current placement and parents to arrange a transition programme with exchange of information and reciprocal visits where practical and appropriate.

PUPILS ON ROLL

A pupil will be referred to the LA via the Annual Review process if:

- It is considered that he/she has gained in independence and is able to access a differentiated mainstream curriculum
- The changing needs of the pupil indicate that alternative provision may be more appropriate.