



# Beormund Primary School

## Admissions Procedures

### Formal Procedures

1. "Pupils can only be placed in a special school by decision of the Special Educational Needs Panel or by the Head of Pupil Support and Special Educational Needs, acting on behalf of the Director of Education." (Admission to Special School - Guidelines 1995) The panel finalises the Education Health and Care Plan and decides the provision to meet the needs. Thus the school does not choose the pupils. The school can make known to the Special Needs Section its views on the suitability of the placement but ultimately it can be directed to take a pupil if there is a vacancy.
2. When papers on a new pupil arrive the Head will read them. The school has 5 working days in which to raise any initial queries with the Manager for Special Education.
3. The school will contact the parents within 10 working days of clarifying any problems with the Manager for Special Education and offer an interview within 15 working days of the first contact.
4. The interview will be undertaken by the Head. The parent/carer will be invited to bring a friend, teacher or social worker as support if needed.
5. In cases where the school or the parent/carer are unsure of the suitability of the placement further discussions will be held with the SEN Section and it may be necessary to hold a second interview which should take place within 10 working days of the first.
6. If the family and the school are in agreement that a place at Beormund is in the best interests of the child, the parents/carers will be sent a letter of acceptance. This will be sent within 5 working days and have the starting date. The starting date will be within 25 working days of the interview provided there is a vacancy.
7. Where no appropriate vacancy exists the procedures will be followed up to and including the first interview. The parent/carer will be informed of the lack of a place and the child will be placed on a waiting list. Once a vacancy is identified the normal procedures will be followed.
8. The time between interview and admission should be used to prepare the class to welcome their new member.
9. The parent will be expected to bring the child in on the first day at 9.00 am. Details of emergency arrangements will be recorded and the parent will sign general consent forms for school trips, sports, school therapies and the home/school agreement.



### **Class Preparation**

It is recognised that the arrival of a new pupil to join a class not only creates anxiety for the new pupil but also causes anxiety for existing class members. This is usually denied and expressed in various forms of non-compliance. The teacher should allow adequate time for class preparation. This should include;

- individual pupils remembering what it felt like to be new themselves
- awareness of feelings of rejection/displacement/ fear of being forgotten
- a rite of passage with the existing class celebrating the benefits being a group prior to the arrival of a new pupil.

### **Informal Visits**

The school welcomes informal visits from parents/carers, which can give them an excellent opportunity to explore issues around their child's school placement.

Such visits do not take the place of interviews and these formal procedures will be followed fully subsequently.

Revised April 1997 with help from governors and the school's inspector.

Revised by the Head. Jan. 2001

Revised by staff June 2002

This policy was rewritten in January 2005. This policy was reviewed in January 2007.

It was reviewed in January 2009, January 2013 and January 2016