

Beormund Primary School Admissions Policy

Beormund School is a maintained special (**SEN**) school for pupils with Social Emotional and Mental Health needs (**SEMH**) aged 5-11. All pupils who join Beormund School will have an Education Health and Care Plan (**EHCP**) in place. Children who attend our school have a plethora of needs including **ADHD, ODD, ASD** and **SLCN**

NOTE: please refer to the last paragraph of this document – Understanding Acronyms.*

Admission into Beormund School is approved by the Local Authority who must name Beormund School in a child's EHCP for them to gain a place at our school. Children can be offered a place and start at any time and any term during the academic year.

If you are a parent/carer considering a place for your child at Beormund School you are more than welcome to visit and should contact our Home School Liaison Officer to arrange an informal visit.

A parent/carer has the right to express a preference that they would like their child to be educated at Beormund School.

The Local Authority will then consult with the Headteacher and Governors and will consider the schools comments and views before naming the school on a pupil's EHCP. Beormund School will receive a copy of the pupil's EHCP and any other relevant documentation as part of the consultation process. Beormund School will reply to the Local Authority within 15 days of receiving the consultation documents. Their task is to determine whether, based on the information, they could meet your child's needs.

Beormund's reply to the consultation will then be sent to the Local Authority's SEN department. The parent/carer and school will be informed of the SEN panel's decision regarding the placement and whether your child has gained a place.

The parent/carer will be expected to bring the child in on their first day at 9.00am. Details of emergency arrangements will be recorded and the parent/carer will sign general consent forms for school trips, medical, photographs, sports, school therapies and the home/school agreement.

For any further information on our school please contact us on 0207 525 9027 or via email at office@beormund.southwark.sch.uk

Admissions Pack

Prior to starting the school, you will be required to complete an Admissions Pack. This will be completed with the support of our Home School Liaison Officer and the Admin Team here at Beormund.

- Medical forms/permission to administer First Aid.
- Details of emergency contacts and arrangements.
- General consent forms for school trips
- Behaviour Policy provided alongside a demonstration of some possible Team Teach physical intervention strategies used at the school.
- Personalised Learning log-ins for RM Maths, Bug Club and Times Table Rock Stars shared.
- Permission for photographs and social media.
- Home School Agreement.
- Pupil Premium form.
- Details of uniform – personalised clothing available from the school office or plain items available from high street stores.
- Transport application (if required)
- Therapies permission slip.

Transitioning to Beormund

Every child is different, their needs are varied and their life experiences are unique. That is why we personalise every transition to Beormund. As a school team we will plough through the relevant action points before agreeing an official start date and beginning your child's transition into school.

- ✓ Contact made to previous school(s)/setting(s) requesting paperwork – academic, social/emotional and safeguarding.
- ✓ A Holistic Review is completed with the key members of the family. Historically, pre-pandemic, a Home Visit.
- ✓ A virtual TAC meeting is held for all professional currently involved with the child and their family.
- ✓ A baseline Readiness to Reintegration form will be completed by the previous school and/or family.
- ✓ A letter of acceptance is sent to the parents/carers confirming the start date.
- ✓ Taster morning in a class, meeting staff and children – this will sometimes take place before being assigned a specific class.
- ✓ Behaviour Policy and Team Teach demo.
- ✓ Introduction to those on the Safeguarding Team.



Class/school Preparation

It is recognised that the arrival of a new child to join a class not only creates anxiety for the those arriving but often unsettles the children here. This is usually denied and expressed in various forms of non-compliance. The teacher should allow adequate time for class preparation. This should include;

- Children remembering what it felt like to be new to Beormund themselves
- Circle time or Morning Munch discussions around the awareness of feelings of rejection/displacement/fear of being forgotten and the acknowledgement of/celebrating the benefits being a group prior to the arrival of a new child.
- Class teams will ensure labels, new books, a Record of Achievement and Certificate file are all completed or issued within the child's first week/induction.

**Understandings Acronyms:*

We recognise that so many acronyms are used in education. Please click on the links provided to gain a better understanding of what they all mean.

SEN: [Special Educational Needs](#)

SEN Team (Southwark): [Special Educational Needs \(SEN\) Team | Southwark Local Offer](#)

SEMH: [Social Emotional and Mental Health](#)

EHCP: [Education and Health Care Plan](#)

ADHD: [Attention Deficit Hyperactivity Disorder](#)

ODD: [Oppositional Defiant Disorder](#)

ASD: [Autism Spectrum Disorder](#)

SLCN: [Speech, Language and Communication Needs](#)

You can also find out more information on the [Southwark Council Local SEND Offer](#) on their website.

When a child starts Beormund Primary School:

Steps to ensure a smooth transition into our school:

- Information and data entered on Integris - *Admin Officer*
- Information entered on Behaviour Watch and Text2Parents - automated overnight. *Admin Officer*
- Photo taken on their first day - *Class Team support staff*
- Assigned to a House Team - *Behaviour Support Manager/Admin Officer*
- Name displayed in Assembly Room - *House Team - Admin Officer*
- Name and Birthday displayed in the assembly room & entered on school diary - *Admin Officer*
- RM Maths. User name. Password is their House colour and Year of birth - *ICT Lead*
- Bug Club log ins set up User name. Password is their House colour and Year of birth - *ICT Lead*
- Contact details added to the school phones - *Admin officer*