



The Russett School

Admissions Policy

Written by Catherine Lewis.... Date ...February2019...

This is a *statutory* policy and it will be reviewed/amended Autumn 2021

Document Control

There is one controlled copy of this document on Trust

Governor

Working in Partnership with



Challenge for Achievement

Rationale

The Russett School (Academy) caters for children and young people between the age of 2 - 19 with Severe Learning Difficulties and Complex needs.

As we are a Special Academy we work closely with Local Authorities as we do not act as an admissions authority and the Local Authority will maintain the admissions responsibilities.

Admission to The Russett School (Academy) is for those children and young people with an Education Health Care Plan for

- SLD (Severe Learning Difficulties)
- Sensory Impairment
- Complex needs including Language/Communication, Medical
- Combination of the above

Introduction

The Admissions Policy is determined by 'The School Admissions Code' and 'The Admissions Appeals Code' by the Department for Education (DFE). Both codes are available from www.dfe.gov.uk.

As a Special Academy, it is also governed by the Local Authority admissions policy of Cheshire West and Chester and these procedures are followed prior to the acceptance of any pupil or student.

Details are available from Cheshire West and Chester SEN Team, or online at www.cheshirewestandchester.gov.uk

and other Local Authorities that wish to place a child or young person with us.

Where the pupil/family lives will determine the Local Authority that we place the pupil/student.

Procedures and Protocol

- All pupils admitted to the academy will have a Education Health Care Plan (EHCP)
- The Academy accepts pupils/young people with a wide range of SEN, as stated above.
- Requests are received from Local Authorities to take pupils/students as part of the EHCP and assessment process.
- The academy will read through all relevant information, contact the current school/setting to arrange a possible visit.

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- The academy will consider each case on an individual bases to ensure the pupil's needs will be best met within The Russett School and that the academy has the space, staffing and resources to accommodate the pupil/student within its existing operational organisation.
- Any requests from Local Authorities will be managed by the Academy.
- Parents/carers, prospective pupils/students, their teachers and supporting professionals are advised to and are welcome to visit the academy by prior appointment with the Executive Headteacher/Head of Academy.
- Where possible Senior staff will make visits to the pupil's Nursery/school to gather further information on the suitability of the pupil for a place at The Russett School. This will be in consultation with the Local Authority SEN Team.
- If the Russett School is an appropriate placement for the pupil/student. The Executive Headteacher/Head of Academy will contact the Local Authority to formally offer a place if one is available including a starting date. Parents/careers are not directly informed by the academy.
- The academy can offer transition sessions, phased entry prior to admission, if that is requested.
- In common with other schools, the academy hosts days/sessions for pupils transferring between schools.
- We will take pupils/students at any point in the year, depending on pupil numbers and class groups/size.

Equality Statement

On considering this policy there are no significant issues. Equality will always be reviewed as and when necessary or in the light of any changes.

In accordance with its Public Sector Equality Duty, the academy has given due regard to equality considerations in adopting this policy/procedure and is satisfied that its application will not impact adversely on members of staff or pupils who have a protected characteristic (age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation, with the meaning of the Equality Act.

The Executive Headteacher will report on whether there have been any appeals or representations on an individual or collective basis on the grounds of alleged discrimination under any of the protected characteristics.