



ADMISSIONS

Review Date: April 2018

Introduction

West Sussex County Council (the 'Local Authority') is the admissions authority for Littlegreen School. Pupils can only be referred if they have a current Statement of Special Educational Need or an Educational Health Care Plan and the parents have expressed a written preference to the LA for their child to attend the school.

Pupils will be admitted up to a total on roll number (planned places).

For September 2017 the agreed planned places for Littlegreen School is 65.

Admission Criteria

For a pupil to be admitted to the school the Headteacher and LA must be confident that the school is the right placement to successfully meet the pupils SEN. A place will therefore only be offered when these overarching principles are met:

- The LA and Headteacher have agreed that the pupil's individual SEN can be met by the school. The school will be considered to be a suitable placement if the pupil's individual SEN meet the following criteria:
 - The pupil's statement of special educational need should denote 'behaviour difficulty' as the primary need
 - The pupil should be able to access the age appropriate mainstream curriculum that the school provides
 - The school's Board of Governors agrees that the needs of the pupil can be met within the resources and expertise of the school
 - The school should have a vacancy in the relevant key stage
 - The parents/carers of the pupil should support the philosophy of working in partnership with the school in promoting the education of the pupil

- That the pupil's admission should not adversely affect the educational progress of any other pupil at the school. In the context of the needs of all pupils at the school, pupils must therefore meet the following criteria:

- A pupil will be considered for admission unless his SEN and/or behaviour is likely to cause persistent disruption of other pupil's learning, or put other pupils at risk of emotional or physical harm, and that the school believes that despite the implementation of all reasonable modifications to the curriculum and learning environment, such difficulties would not be managed successfully within school resources

- That a place is available within a suitable group or setting. If a suitable place is not available, either within an appropriate group or as a result of the school being full (i.e. all planned places taken), a pupil would not usually be admitted. However, in exceptional circumstances, and with the Headteacher's agreement, the LA may fund an additional place. This will only be agreed if all the above criteria are fully met.
 - It was agreed with the LA, Jan 2012, that pupils in year 10 and 11 will not be placed at Littlegreen.

Age of Transfer/ Admissions

All referrals for a place at Littlegreen School should be made by the parent (or carer with parental authority) in writing to the LA SENAT Team. Pupils will only be accepted for a place following agreement between the Headteacher and the LA.

Admission into Littlegreen will be considered for any pupil who meets the admission criteria of age and SEN, who is transferring from any primary, secondary phase school, or from a West Sussex mainstream school, or by special agreement, schools from another Local Authority.

For pupils and parents who have been given a place at Littlegreen School, there will be a transition programme during the preceding half term to the pupil starting at the school.

In-Year Admission

The school will accept referrals for any suitable pupil to be considered for admission into KS2 and KS3 after September.

The Admission criteria as detailed above will apply.

Parents wishing to make such a referral should contact the school for a visit and discussion with the Headteacher.

For pupils admitted during the school year, an individual preparation and transition programme will be discussed and agreed with parents. The length of this programme will depend on the pupil's confidence and motivation, and a judgement of how well and how quickly, they are likely to settle into the school.

Parents should be aware that in some cases a carefully planned induction period of part-time attendance may be required before the pupil attends full-time.

Transport

If the LA agrees to place a pupil at Littlegreen School, they will be responsible for funding and providing home-school transport so long as the pupil:

- I. Lives more than 3 miles from the school
- II. Is not capable of independently using public transport

On receiving consultation papers for a pupil the school will:

- a) inform the governing body
- b) arrange for the school's SENCo to visit the pupil in his current educational setting
- c) arrange for the pupil and parents to visit the school

If the decision is not to proceed the Headteacher will inform the Governing Body and subsequently write to the SENAT team outlining the reasons why.

If the decision is to proceed the Headteacher will:

- a) inform the Governing Body
- b) inform the SENCo

The SENCo will then make contact with the parent/carer of the referred pupil and will:

- d) arrange a time and date for a meeting to discuss the transition programme.

School Admission Process

	Parent/Carer Enquiry	Local Authority Referral
1	Parent/carer visits for a tour of the school and confirms interest in a possible placement at the school. School asks LA to forward paperwork to the school.	Paperwork is received and reviewed by the Head Teacher and SENCo.
2	Paperwork is received by school and reviewed by the Head Teacher and SENCo.	Parents/carers are invited to visit, with the child, for a tour of the school.
3	SENCo visits the child in his current educational setting.	SENCo visits the child in his current educational setting.
4	Child is invited to attend school for a one day assessment.	Child is invited to attend school for a one day assessment.
5	Parent/carer are informed of suitability of the placement.	Local Authority informed of school's decision regarding an offer of placement.
6	A formal offer of a place is made when the Local Authority have named the school and/or agreed the funding for the placement.	The formal offer of a place is made when the Local Authority have named the school and/or agreed the funding for the placement.

School Admission Criteria

Criteria	Comments
<ul style="list-style-type: none"> The child/young person should have a statement or EHCP which has SEMH as a primary need. 	
<ul style="list-style-type: none"> The SEMH need will be significant enough to prevent the child/young person from learning in a mainstream educational context. 	
<ul style="list-style-type: none"> Any other need such as hearing impairment, physical disability or ASD will be secondary to the SEMH need and will not be severe. 	
<ul style="list-style-type: none"> The child/young person will require an education programme delivered in a structured environment in which social, emotional and mental health provision forms an integral part. 	
<ul style="list-style-type: none"> The child/young person will require SEMH intervention delivered through a variety of forms such as whole school approaches, small groups and/or one to one therapy. 	
<ul style="list-style-type: none"> The child/young person will be able to work independently within the small classroom setting with an adult pupil ratio of 1:3. 	
<ul style="list-style-type: none"> The child/young person will be independent in basic self-care skills (i.e. dressing and toileting) 	

Approved/Ratified by Governors:

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