

Brynlllywarch Hall School



ADMISSIONS POLICY (Statutory, annual review cycle)

Signed	<i>[Signature]</i>	Head Teacher
Signed	<i>Kath Roberts-Jones</i>	Chair of Governors.
Date:	<i>10th January 2018</i>	
Date of Review:	<i>January 2019</i>	



Brynlywarch Hall School

Admissions Policy

Introduction

This policy has been developed after consultation with staff, governors and the Local Authority (LA). It should be read in conjunction with the following documents:

- Policy for Special Educational Needs (SEN)/Additional Learning Needs (ALN);
- Powys' SEN Policy Statement (January 2007);
- SEN Code of Practice (Welsh Assembly Government, 2002);
- Powys' Review of Special Education (2005);
- Inclusion and Pupil Support (Welsh Assembly Government, 2006).

Referrals

Referral for placement at Brynlywarch may come through one or more of the following sources:

- ❖ Educational Psychologists
- ❖ Pediatrician
- ❖ Speech and language therapist
- ❖ Headteacher/SENCO of mainstream school

Procedures

Brynlywarch School follows the LA policy on special school admissions. Once an initial referral has been made the following procedures become operational:

- ❖ The SLT (Senior Leadership Team) discusses the referral with the relevant educational psychologist in order to assess the child's suitability for placement at Brynlywarch.
- ❖ It is normal practice for the Outreach Teacher to request a meeting with the child's parents/carers; they will usually be asked to bring the child with them. This should happen before any possible placements are

considered by the Special School Admission Panel (SSAP). This arrangement affords an opportunity for both parents/carers and the school to consider the educational issues surrounding the proposed placement of the child within the school. In some circumstances the educational psychologist will also attend this meeting.

- ❖ If it is felt that the child's needs could be met at Brynllwarch the relevant educational psychologist would prepare the necessary paperwork for the child to be discussed at the termly meeting of the SSAP. This panel was established following the LA's review of SEN and in response to the continuing increase in school roll at each of the three special schools.
- ❖ All decisions regarding placements at Brynllwarch are taken by the SSAP.
- ❖ Parents are informed about the decisions of the SSAP, directly by the Panel's secretary.
- ❖ No pressure is placed upon the parents/carers to accept the placement if they regard it as inappropriate; however, this is rare since parents/carers will be fully aware that their child is being considered by SSAP for placement at Brynllwarch. Similarly, the school reserves the right to question the proposed admission if it is considered that the child will be misplaced. In such a case the school would not support the placement when it is considered by SSAP.
- ❖ If agreement is reached, pupils are generally admitted at the beginning of the next term/half-term, subject to the school having the necessary resources to cope with the pupil, as outlined in their Statement of Special Educational Needs.
- ❖ In exceptional circumstances pupils may be admitted at other times, with prior agreement of the school and in consultation with the LA.
- ❖ A pre-placement meeting would always be arranged for pupils with complex needs, this would allow parents/carers and all relevant agencies to ensure that the appropriate resources are available at Brynllwarch before the child begins.

Placements at Brynllwarch

All pupils attending Brynllwarch have a Statement of Special Educational Need, with the exception of a few pupils who may be undergoing formal Statutory Assessment.

All pupils have an Individual Education Plan (IEP). These plans detail short term objectives from the child's Statement of SEN. Annual Review procedures ensure that the placement continues to be appropriate and that IEPs are realistic and regularly evaluated.

When placed at Brynllwarch, out of county pupils will undergo assessment in order to develop a Powys Statement of Special Educational Needs. This process will be in full consultation with parents/carers and the placing LA.

Policy Review and Monitoring

This policy will be constantly monitored and updated to reflect school, local and national changes.

Special Schools Admission Panel (SSAP)

This panel was established following the LA's review of SEN. Membership consists of:

- ❖ Senior Manager for SEN/ALN
- ❖ Educational Psychologist
- ❖ Three special school headteachers (or their representatives)
- ❖ Head of a Primary and Secondary School
- ❖ Health representative
- ❖ Social Services representative