

# Admissions Policy

## ISP School Battle



<b>Approved by:</b>	Local Governing Body	<b>Date:</b> June 2021
<b>Last reviewed on:</b>	June 2020, June 2021, February 2022, September 2022, September 2023	
<b>Next review due by:</b>	September 2024	

**CONTENTS****PAGE NO.**

---

1. Aims .....	3
2. Legislation and statutory requirements.....	3
3. Definitions .....	3
4. How to apply .....	3
5. School procedures for admission .....	3
6. Allocation of places .....	5
7. Appeals .....	6
8. Monitoring arrangements .....	6

## 1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's **arrangements for allocating places to the pupils** who apply
- Explain **how to appeal** against a decision not to offer your child a place

## 2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

## 3. Definitions

The **normal admissions round for ISP School** is any period during which parents/ carers or a Social worker as the corporate parent can apply with the Local Authority SEN Department agreement, for a funded school place at ISP School.

Admissions in line with our School registered status are welcomed from pupils who fall in the age category KS2- KS5. We are unable to offer provision to Foundation or KS1 pupils.

## 4. How to apply

Applications are usually made to ISP Specialist provision, by a Local Authority SEND Department, since all of our pupils are in receipt of funding for Specialist School provision via their Education, Health and Care plan.

General applications and enquiries are also welcomed from parents and Social workers, but are subject to approval by the SEN funding department of a child's Local Authority.

## 5. School procedures for admission

- **General Process**

All referrals to ISP School, Battle, are managed by a School Admissions Panel consisting of the Head Teacher, Deputy Head and SENDCo.

Our school is designated to support children whose primary special needs have been identified through Statutory Assessment as Social, Emotional and Mental Health (SEMH). However, in view of the complex nature of many special educational needs, ISP considers any referral on merit. No specialist provision however exists within our school to support young people whose *primary* needs stem from physical or sensory impairment, severe learning difficulties or from drugs / solvent abuse.

- **Placement in ISP School is subject to the child meeting the admissions criteria:**
  - a minimum level of personal development including a basic level of personal care, the ability to access the curriculum without assistive technology or alternative communication, the ability to engage and focus alongside their peers without presenting an intolerable risk to others, and to demonstrate a willingness to learn and to be supported to set long term aspirational outcomes.

The decision to offer a place within the school is made solely and exclusively on the basis of the relevant information provided by the home authority and parent/ or carer at the time of referral and via the Initial Network meeting conducted by the Referral Panel.

It is generally acknowledged that any new admissions may be able to benefit from services from the wider organization. Children can access a range of therapies if required however, these services will attract an **additional charge** to the standard contract.

- **Initial process for all referrals**

After the initial referral the child, carer, parents, Social Worker and / or any other professional directly involved will be invited to attend ISP School, Battle, for a visit to meet with adults and where possible children. At this time a discussion with the Head Teacher or a member of the Referral Panel will help to determine whether the provision offered is suitable for the child's needs.

Prior to the **initial network meeting**, an initial risk assessment will be written based on the EHCP and referral documents. This document will be brought to the initial network meeting along with all other relevant information to identify the child's strengths and difficulties with all professionals / stakeholders involved. This is designed to gather essential background information and to further refine the risk assessment. All this information must be shared before a place can be offered or a start date / induction period can be initiated. Any strategies around risk that need to be put in place can be identified and agreed along with consent forms completed at this stage. However, it won't always be possible to make a final decision at the initial network meeting and in this case we will make a decision as soon as we can.

- **Induction period**

We consider the full assessment period to be **12** weeks or a full term from the child's start date. Having considered and agreed to pursue the placement, the school SENCo and class team formulate an induction timetable for a period of time dictated by the child's needs, circumstances etc. This, most often, is a period of 2 weeks of part-time integration within the child's appropriate Key Stage/ability group and will involve staged opportunities as part of an initial assessment. This timetable will build on the child's previous educational experience and also match the prevailing needs of the child and the school as a whole. At commencement at ISP School, Battle, children and parents/carers sign a home- school agreement. Specific routine issues, boundaries and expectations are discussed and agreed as a contract with the child.

At the **end** of the **12** week assessment period the child and parent/ carer meet with a member of the leadership team, to review progress (this can be in school or via Teams).

If the induction period has raised concerns regarding the safety and wellbeing of the child (or those around him/her/them/they) then this will be documented and the timetable, implementation and strategies will be revised to include a clear time scale for the future. If concerns remain, then professionals at the review meeting or subsequent network meeting will discuss the feasibility of the placement.

If we determine that we cannot meet need we will communicate this to parents/carers and the local authority. We will provide 28 days' notice of the school placement offer being withdrawn.

Ordinarily, following a successful induction and review meeting the child takes up a full-time position in their class.

## **6. Allocation of places**

### **6.1 Admission number**

The current number of children can be found on the 'get information for schools' web page, <https://www.get-information-schools.service.gov.uk/>. Children may enter at various points throughout the year and all years are open for entry until the agreed admission number is reached.

### **6.2 Oversubscription criteria**

All children whose education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

1. Highest priority will be given to ISP looked after children and all previously looked after children, irrespective of their fostering authority or IFA, who apply for a place at the school.
2. Priority will next be given to children on the basis of a social or emotional need, where placement in a small specialist setting is agreed as a primary need on their EHC plan and where the child would fit with our cohort.
3. Priority is next given to pupils from East Sussex on a block booking contract.

4. Priority is next given to children who reside in East Sussex, West Sussex, Brighton and Hove and Kent.

## 7. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for appeal. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

*caroline.belchem@ispschools.org.uk*

## 8. Monitoring arrangements

This policy will be reviewed and approved by the governing board every year. Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will consult with the Department for Education.

Version No.	Amendments	Date
1		22 <sup>nd</sup> July 2021
2	To reflect East Sussex block contract	February 2022
3	Amended to reflect change to assessment period – 12 weeks	26 July 2022
4	Amended to reflect children need to match with current cohort	27 July 2023