

Admissions Policy



Approved by:	Local Governing Body	Date: July 2023
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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/ Foster parent 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- KS4. 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 Kent, are managed by a School Admissions Panel consisting of the Head Teacher, Deputy Head and SENCo.

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 pupil 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, to supplement the specialist school environment and provision which includes Speech and Language Therapy. Pupils can access Psychotherapy sessions if required however, these services will attract an **additional charge** to the standard contract.

- **Initial process for all referrals**

After the initial referral the young person, foster parent, parents, Social Worker and / or any other professional directly involved will be invited to attend the ISP School for a visit to meet with staff and pupils. 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 young person's needs.

At the **initial network meeting**, a risk assessment will be written based on the EHCP, referral documents and information shared by professionals and parents. This document will be brought 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 around offer of placement. 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 and 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 induction period to be **12** weeks from the pupils start date. Having considered and agreed to pursue the placement, an induction timetable for a period of time dictated by the child's needs, circumstances etc is issued. This, most often, is a period of 1-2 weeks of part-time integration within the pupil's appropriate year / ability group and will involve staged opportunities as part of an initial two week phased start. This timetable will build on the child's previous educational experience and also match the prevailing needs of the child.

At the **end** of the **12** week induction period the pupil and parent/ carer meet with a school manager to sign a home- school agreement. Specific routine issues, boundaries and expectations are discussed and agreed as a contract with the pupil at the Home School Agreement meeting.

If the induction period has raised concerns regarding the safety and wellbeing of the pupil (or those around him/her) 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/foster parent and the local authority. We will provide written request for change of placement to the holding local authority and alternative education will be offered until this is achieved. This may take the place of online learning, resources sent to home or in some cases if pupils have 1:1 support, outreach education.

Ordinarily, following a successful induction and review meeting the pupil takes up a full-time position in his/ her class.

6. Allocation of places

6.1 Admission number

The current number of pupils 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 statement of special educational needs (SEN) or 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.
3. Priority is next given to pupils who reside in Kent or Medway.

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:

carole.cox@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		July 2021
2	Amended to reflect change in numbers	September 2021
3	Policy review	July 2022
4	Policy review	July 2023
5	Amendments to induction period and initial assessment period	July 2024
6	Amendment to change upper age of referrals accepted	July 2025