



Admissions Procedure

CRITERIA

St Philip's School is a special academy which provides 159 places for pupils and students aged 9-19 with a range of special educational needs including Moderate Learning Difficulties (MLD) and Autism Spectrum Disorder (ASD).

For a child to be admitted, the school must be named by a Local Authority (LA) in the child's Education Health Care Plan (EHCP). This generally follows extensive consultation with the school. Pupils will be considered for the school when it is clear that they will benefit from the provision and that they meet the following criteria:

- a) Applicants will have an EHCP. However, in exceptional circumstances it may be necessary to make an emergency placement. Examples of exceptional cases when it may be necessary to make an emergency placement include:
 - i. *the child's medical circumstances have changed suddenly, causing a rapid and serious deterioration in the child's health or development*
 - ii. *where a child arriving unexpectedly in the LA exhibits such significant learning difficulties as would normally warrant an EHCP.*

- b) Applicants will have a range of special educational needs and disabilities, some of which may be complex. This may include one, or a combination of the following:
 - i. *Moderate Learning Difficulties (MLD)*
 - ii. *Autism Spectrum Disorder (ASD)*
 - iii. *Speech, Language and Communication Needs (SLCN)*
 - iv. *Mild physical/sensory impairment*

Parents/carers wishing their child to attend St Philip's School should ask their LA to name the school in their child's EHCP.

VISITS

In cases where the school is a possible placement for a student, the family will be encouraged to visit. However, there can be no binding comment about the student's suitability, nor an offer of a place, before the LA has made a recommendation about

placement. If parents/carers request a place at the school prior to any formal contact by the LA with the school, they should be referred to the LA SEN Team.

REFERRAL

To acquire a place in the school, children must be referred by a Local Authority. The LA must attach the child's EHCP, their most recent Annual Review and any appended reports about the child from the professionals involved. The Head will review the referral papers and request any additional reports required in order to make a decision.

The school will consider all referrals and respond in writing within the time limit set by the LA. If a decision is taken by the school not to offer a place, the school will give the reasons for that decision according to the Code of Practice. The reasons should be expressed in terms of the needs of the student, whether a place is available at the school within the appropriate provision (e.g. year group or key stage) and/or the efficient education of other students already at the school, so that it is clear why the school considers that the student does not meet the published Admissions Criteria.

OFFERS

If the school can accept a referral, the Head will write to the LA accepting the referral, including details of financial requirements, the support to be offered, a start date, the date by which the offer should be accepted and the address to which to respond.

If the LA fails to accept the place by the date set out in the letter, it will be assumed that the LA no longer wants the place and the offer will be withdrawn.

TRANSITION

When placement has been agreed, staff from the school will make contact with the student's current placement to arrange a transition programme with exchange of information and reciprocal visits where practical and appropriate.

EXIT CRITERIA

A student will be referred to the Annual Review / SEN Panel if:

- a. It is considered that he/she has progressed and developed such that it is the view of the school that he/she may be able to access a differentiated mainstream curriculum.
- b. Other changing needs of the student indicate that alternative provision may be more appropriate, including more specialised provision.

ST PHILIP'S SCHOOL SIXTH FORM ADMISSIONS CRITERIA

- 1) Priority will be given to students already on roll at the school.
- 2) Students will have an Education, Health and Care Plan (EHCP) that defines their primary additional needs as related to learning; some students may have more complex needs that cannot be supported in a mainstream FE college. An FE college will have assessed the student and supported this.
- 3) The Local Authority will have supported the identification of St Philip's School as the most appropriate placement.

Documentation that could be used to provide evidence of need (this is not exhaustive):

- EHCP
- Annual reviews
- Transition plans
- Medical reports
- Therapy reports
- Other (e.g. educational psychology)

Decisions on whether to offer a sixth form placement would initially be made by the Head. In general this decision would then be submitted to the Local Authority for consultation at panel (although different LAs have various mechanisms in place for decision making) and they would then inform the Academy, school or college of their view.

APPEALS (The First-Tier Tribunal – Special Educational Needs and Disability)

If a parent or guardian of a child in respect of whom an EHCP is maintained by a Local Authority appeals to the First-tier Tribunal (Special Educational Needs and Disability), either against the naming of the school in the child's EHCP or asking the Tribunal to name the school, the school agrees to be bound by the decision of the Tribunal on any such appeal.

Where the school, the Secretary of State or the First-tier Tribunal (Special Educational Needs and Disability) has determined that it should be named in a child's EHCP, the school must admit the child to the school.