



Admissions Policy



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) Ysgol Cedewain
- 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 Ysgol Cedewain may come through one or more of the following sources:

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

Procedures

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

- ❖ The Headteacher/Deputy Headteacher discusses the referral with the relevant educational psychologist in order to assess the child's suitability for placement at the school.
- ❖ It is normal practice for the Headteacher 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 Ysgol Cedewain, the relevant educational psychologist would prepare the necessary paperwork for the child to be discussed at the termly meeting of the SSAP.
- ❖ All decisions regarding placements at Ysgol Cedewain 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 Ysgol Cedewain. 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 accommodate 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 Ysgol Cedewain before the child begins.

Placements at Ysgol Cedewain

All pupils attending Ysgol Cedewain 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.

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