



# Admissions Policy

## Context

Ysgol Crug Glas is an important element of the overall provision for pupils with special educational needs in the City and County of Swansea. The school provides education for pupils with severe or profound and multiple learning difficulties between 3 -19 years of age.

## Principles

The governing body wishes to ensure that in all aspects of the process of admission to the school there is very close liaison with the Local Education Authority (LEA), with partner agencies and with prospective parents and carers. In doing so it seeks to support the principles and procedures set out in the *Code of Practice on the Identification and Assessment of Special Educational Needs*. The school does not discriminate in its admissions policy on grounds of ethnic background, gender or creed. It aims to be as accessible as possible for all disabilities; actual decisions about placement of pupils with particular disabilities are made in the first instance by the LEA.

## Objectives

- All parties should have access to full and accurate information which will assist them in making appropriate and informed decisions;
- All pupils should be appropriately placed and with suitable and sufficient preparations made for them;
- Pupils should experience as smooth as possible a transition into school.

## Initial Visit

Parents are encouraged by the school and by external agencies to make informal visits to the school, so that they can see for themselves what the school is like and make an informed choice as to the preferred placement for their child. During their visit they can tour the school and will (if possible) meet the pupil's prospective teacher. They will receive a copy of the school prospectus to take away.

## System of Referral

All pupils are referred to the school via the LEA's SEN Panel with formal approval given by the Assistant Director of Education. The school's Educational Psychologist (or the *Access to Learning* Unit in County Hall) will inform the Headteacher of this decision. Written confirmation of the placement is sent to the school along with a copy of the pupil's Draft or Final Statement of SEN.



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The Headteacher will then informally discuss the arrangements for admission with the parents and will convene an Admissions Meeting.

### Age at Entry

Early (part-time) entry to school should be based on medical, therapeutic, educational and/or social criteria. However, it is recognised that early physiotherapy, language and visual intervention is of vital importance to pupils with exceptional needs. Whenever possible, therefore, the pupil's needs should be met at the earliest opportunity. Currently the Local Authority's view is that children will only be admitted after their third birthday.

### Admissions Meeting

In the school term prior to their entry (or as soon as possible), a formal admissions meeting will be held in school. Those invited to this meeting will include:

- The parent(s) or carer(s)
- Current Named person on statement or advocate
- The school's Educational Psychologist
- The prospective classteacher
- The School Nurse
- Any professionals who are currently working with the child (eg. Portage Worker, Specialist Teacher or teacher in another school)

The purpose of the meeting is to share information about the child's needs. The parent or carer and those who currently work with the child will therefore be requested to share this with others in the meeting.

The meeting will specifically seek to establish:

- Agreement with parents or carer as to the times and days for the phased admission of pre-school pupils;
- Whether or not the pupil will be accompanied / transported by the parent in the initial stages;
- The type of seating required during transportation, e.g. harness, booster seat, car seat and specific vehicle requirements;
- Toileting, feeding, medical and medication requirements.
- The nature and means of communication currently used by the child.

An admissions form including Ethnic Monitoring, a Request for special transport form and an Individual Health Care Plan will be drafted at this meeting and parents will be asked to sign a home school agreement. The parent or carer will be given a *Parents Information Pack* to take away.



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## First Day at School

The parent or carer is invited to accompany the child on the first day at school. The classteacher will seek to ensure that any specific queries or concerns are addressed. The Home-School Book and the system for Individual Education Planning (IEPs) will be explained at the same time. Parents are invited to stay with their child until they have trust and confidence in the staff.

## Settling in

During the 'settling-in' period (usually between 4 - 6 weeks following admission), very close contact is maintained with the parent or carer. Throughout the child's school career, they are encouraged to telephone or visit the school and to discuss any queries or concerns they may have either with the classteacher, the School Nurse or the Head.

## Transition from Part-Time to Full-Time Placement

Pupils currently move from part- to full-time in the September following their fourth birthday. Before this happens, the Feeding Coordinator, Speech Therapist, Physiotherapist, and Occupational Therapist will work with the classteacher to develop an individual feeding programme for each pupil and the first Annual Review Meeting will have been held.

**NB** Pupils can be admitted to Ysgol Crug Glas at any stage in their school lives - from Nursery to post-16, and at any time throughout the school year but in every case, the principles and objectives set out in this policy will apply. Older pupils will generally transfer automatically to full-time placement. However, introduction to the school can be flexible according to the needs of the child.