

# **RNIB Three Spires Academy**

## **Admissions Policy**

### **Rationale**

RNIB Three Spires Academy is a special educational needs (SEN) school for pupils aged 4-11 with learning difficulties and additional needs. Over half of our children have autism spectrum disorders (ASD) and others have additional needs, including sensory impairment, communication difficulties and physical difficulties.

The purpose of this policy is to:

- Ensure the academy is able to meet the needs of the pupils referred and the requirements of their statement/education, health and care plan (EHCP), (for the remainder of the document statement and EHCP should be considered as the same) ;
- Ensure new referrals do not adversely affect the learning or safety of those pupils already attending;
- Ensure it is inclusive in its approach to pupils' needs;
- Ensure admission is linked to the Academy's ethos that every individual is valued and is given the greatest possible opportunity to achieve their best;
- Ensure that all pupils admitted to RNIB Three Spires Academy will benefit from their time in the school to achieve this so that they can become an active, happy and fulfilled citizen in the world;
- Ensure that all pupils admitted to the RNIB Three Spires Academy will stay safe.

## Process

- Full details of the admissions process to the school is given on the school's website under the link Admissions. In summary, in order to attend Three Spires, children should have had their special educational needs (SEN) assessed by their local authority. For children living in Coventry, please contact the Coventry City Council SEN and inclusion Support Services team in the first instance. For children living outside of Coventry, please contact the Headteacher of Three Spires for advice. Parents are encouraged in the first instance to visit the school to help find out more about the school.
- Admission to RNIB Three Spires Academy will be by the way of a Statement of Special Educational Needs or Education Health and Care Plan. The school may consider admitting a pupil for an agreed fixed period for the purpose of assessment prior to the issue of a Statement.
- The Local Authority is responsible for undertaking the Education, Health and Care Needs Assessment and retains responsibility for deciding whether to name RNIB Three Spires Academy in the resulting Education, Health and Care Plan, based on the individual needs of the child and any representations made by parents.
- However, the Local Authority is required to consult with the Academy prior to naming in a child's Statement or EHCP.
- The Academy will write to the Local Authority within 15 days of receiving notice that it is to be named in an Education, Health and Care Plan or Statement and whether it agrees or not to be named. The School may not agree to be named if it believes that by enrolling the pupil it will be incompatible with the efficient education of existing pupils.
- Once the Academy is named in a child's Statement or Education, Health and Care Plan the Academy is under statutory duty to admit the pupil.
- Once a written request for a place from the Local Authority has been received, RNIB Three Spires Academy will work with the pupil's current school and other service providers (e.g. respite) to plan

and manage the transition/admission/ process ready for an agreed start date.

- The Academy reserves the right to admit pupils from outside the immediate Local Authority. This will only be sanctioned after agreement following discussion with the RNIB Specialist Education Trust and Board of Governors, providing the placement is deemed to be in the best interests of the individual child and not incompatible with the efficient education of other pupils.

## Criteria

- All admissions are dependent on the capacity of the Academy to be able to meet the requirements set out in the Statement or Education, Health and Care Plan.
- Where there are associated health conditions or SEN in addition to the main need of a moderate or severe learning difficulty then admission is likely to be considered appropriate. For instance, a sensory impairment or a diagnosis of autism. Where conditions or difficulties other than the learning difficulty might be seen to represent the main barrier to learning then admission might not be considered appropriate e.g. significant emotional, social and behavioural difficulties. When this arises, the Academy will undertake a full assessment to determine if admission is reasonable or can be made reasonable with additional resources from the Local Authority.
- The Academy is not able to agree to admission where:

*admitting the child would be incompatible with the provision of efficient education for other children.*

This will apply in individual circumstances, following an assessment by the Academy of the potential impact of admission, and it will apply where the agreed and preferred maximum number of pupils in any one class is exceeded. The Academy reserves the right to decide the maximum number of pupils. This may mean that children of certain age groups cannot be admitted, even where there are vacancies in other parts of the Academy.

- Currently, the maximum admission number to the Three Spires site is 81. The Academy may, in exceptional circumstances, admit pupils above 81 where:
  - an assessment is made that the nature of the child's condition and circumstances in which the family find themselves are so overwhelming that admission must take place;
  - the Academy is directed by a Tribunal or the Secretary of State.

### **Relation to Academy Aims:**

This Policy will be operated with the following aims in mind:

- To create a positive, safe, caring, environment where every pupil is valued and respected as an individual.
- To ensure that each pupil's needs are recognised and each has an equal opportunity, irrespective of colour, ethnic origin, religion, gender or disability to realise his or her potential.
- To encourage all pupils to enjoy learning and to develop their capabilities to learn skills for life

### **Equal Opportunities**

The Academy supports the right of all pupils and staff to equal access and opportunities regardless of age, ethnicity, gender, social circumstances, ability/disability and sexuality. The school adopts an inclusive approach to pupil's needs.

### **Health and Safety**

Health and safety issues are described fully in the school Health & Safety Policy. It is the responsibility of each adult to report health and safety issues without delay.

The health and safety of the pupil referred and of the present pupils will always be considered as part of the admission decision. A risk assessment may need to be carried out.

**Agreed by SLT**

Signed: R Jones

Date: 16 December 2016 (revised policy)

<b>Reviewed Dates</b>	<b>Amendments</b>
First Draft April 2014	
Final Draft 18 November 2014	
Agreed by Board 26 November 2014	
Date for Review November 2015	
Reviewed 16 April 2016	
Reviewed 16.12.16	Change of age to 4.
Reviewed 28.03.17	Addition of safety of existing children.