



# Admissions Policy

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<b>Reviewed by</b>	<b>Sarah Wilkinson</b>
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## **Our school**

Penn Hall School is a warm and friendly special school catering for pupils aged 3-19 with a wide range of special educational needs associated with :

- physical disability,
- severe learning difficulty,
- profound and multiple learning difficulty
- autism spectrum condition .

A large number of pupils have difficulties with communication and language. Some pupils have a visual and / or hearing impairment. Some pupils will have complex medical needs. Many of our pupils have co-occurring difficulties.

Penn Hall School is maintained by Wolverhampton City Council and it is through this local authority that children and young people are placed at the school. To be considered for a place at Penn Hall School , a pupil will have, or be in the process of being assessed for , an Education Health and Care Plan (EHCP). This plan will clearly identify the pupil's specific special educational needs and disabilities.

## **Pre-Visits**

Visits to the school may take place prior to Penn Hall School being named on a plan. Parents/carers and children are warmly invited to look around the school and talk to the Headteacher and school staff. Parents and carers will be given a copy of the school's prospectus during their visit, are invited to look on the school website and to read the most recent Ofsted report for further information about the school.

## **Consultation**

The Local Authority is responsible for the Education Health and Care Plan and retains the responsibility for deciding whether to name Penn Hall School in the plan, based on the individual needs of the child and any representations made by parents. The Local Authority is required to consult with Penn Hall School before naming the setting in a plan. The Headteacher will look at a range of information provided by the LA to make an informed decision. The Headteacher has 15 calendar days in which to respond to the formal consultation. A request for a place at Penn Hall School must be agreed by the school and LA SEN panel. Penn Hall will not agree to admission where it is felt that

- the school is unsuitable for the student's age, aptitude or special educational needs
- attendance at the school would be incompatible with the provision of efficient education for other pupils
- attendance at the school would be incompatible with the efficient use of the school's resources.

If a place is not agreed, an appeal procedure through the LA can be followed.

### **Multi-Agency Contact**

The Headteacher may contact the previous setting or agency to discuss the suitability of the placement, and school staff or the Headteacher may make a home or school visit if necessary. Information may be sought from health services who may be currently involved with the child. These may include Physiotherapy, Occupational Therapy, Speech and Language Therapy and the School Nursing Service.

### **Prior to Starting**

Documentation including emergency contact details and permissions will be sent to parents and carers prior to a pupil starting. Parents are encouraged to complete the forms at school and discuss any medical needs/special requirements with staff and the school nurse. If required, a health care plan will be completed following this discussion with parents and carers. Other key documentation such as general consent for outdoor activities, pupil information, use of photographs and the home school agreement will be shared and completed. We will also send information about home to school transport that is arranged by the Local Authority. Prior to starting at Penn Hall School, relevant information from other establishments or agencies will be requested.

### **Starting at Penn Hall School**

Admission dates are usually in September, although we do on occasion have pupils join us midyear. Individualised induction/transition programmes will be arranged in order to ensure a smooth start introduction to Penn Hall School. In some circumstances, a phased induction may be necessary. For some pupils, we may need to write risk assessments or purchase specialised equipment and carry out specific training for staff prior to the child starting school. Parents may telephone or contact the school regularly during their child's initial settling in period. We will also telephone home/correspond in the Home/ School Book or via Class Dojo on a regular basis. During the first term, a meeting will be arranged by the class teacher who together with teaching assistants and parents/carers, can discuss the placement of the child, progress made and how the child has settled into school.