



Admissions Policy

Effective Date: November 2014

Next Review Date: November 2017

Statutory? Y

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Scope

The policy applies to the governing body of Moorcroft School, together with the directors of Eden Academy. Decisions relating to admissions of all students shall be made by the governing body in consultation with the Head of School.

Introduction

Moorcroft is a secondary school for students with severe, profound and complex learning difficulties as well as students with Autistic Spectrum Disorders. The age-range is from 11 to 19. Class sizes can vary between 6 and 10.

Admissions Procedure

The admission procedures for special schools do not conform to enrolment and admission procedures for mainstream schools. Students admitted to Moorcroft will normally have a Statement of Special Educational Needs. Starting September 2014, statements will be replaced by an Education, Health and Care Plan (EHC). Moorcroft School will be named the Statement or EHC, usually with the support of the parents and the Local Authority where the child lives. Occasionally an assessment placement is offered during which time the school may be involved in assessing the student for the EHC.

Whilst students can be admitted to Moorcroft at any time of year, it is preferable, for the school and students, for new students to join the school at the beginning of a school year. New students can be admitted in any Year Group that Moorcroft provides for as long as there are vacancies.

Local Authorities have a responsibility to request a placement for a pupil in a special school. The procedures they are required to follow are detailed in the Crown publication "Special educational needs and disability code of practice: 0 to 25 years: 2014". Local Authorities must provide a Local Offer, detailing services available.

The Governing Body has delegated the responsibility for admissions to the Head of School with recommendations that decisions regarding acceptance for placement should consider the following:

The placement must be:

- appropriate to the child's age, ability and special educational need;
- compatible with the interests of other children already in the school;
- an efficient use of resources.

The admissions process follows certain steps:

The LA will consult with the school, before naming Moorcroft in the EHC. The Head of School makes a preliminary decision on the basis of the above considerations and the information provided about the child.

The Head of School invites the parents / carers if they have not already done so, to make a visit to the school to satisfy themselves that they are happy with the placement. The child will also be invited to the school or will be assessed at home by a member of the Senior Leadership Team.

The Head of School informs the LA of his / her decision and of the outcome of the parental visit.

On occasions, parents may contact the school to visit prior to notifying their LA. In that case, the Head of School will inform the Local Authority of the proposed visit and advise parents / carers how to make an application for a place at the school.

If the LA wishes to insist on a placement despite the Head of School's decision, the Headteacher will consult the Governing Body who will make a decision whether or not to appeal to the LA.

Admission Criteria

If the school or age group are likely to be over-subscribed/full, the following criteria will apply for admissions:

1. Children whose needs can best be met within the current age group and are compatible with the needs of current students.
2. Children living in the London Borough of Hillingdon.
3. Children from other boroughs where criterion 1 is met.

Appeals

If the Head of School decides not to offer a child a place at the school and the LA wishes to insist on a placement the Head of School will consult the Governing Body who will make a decision whether or not to appeal to the LA.

Appendix – Local Authority Contact Details

London Borough of Hillingdon

Special Education Needs Team
Social Care 4E/05
London Borough of Hillingdon
Civic Centre
High Street
Uxbridge
UB8 1UW

Tel: 01895 250 489

London Borough of Ealing

Carmelita House,
21-22 The Mall,
Ealing, W5 6PJ

Tel: 020 8825 8700

London Borough of Hounslow

Special Educational Needs (SEN)
Children's Services and Lifelong Learning
London Borough of Hounslow
The Civic Centre
Lampton Road
Hounslow
Middlesex TW3 4DN

Tel: 020 8583 2624/2673

London Borough of Harrow

Special Educational Need
275 Alexandra Avenue
South Harrow
HA2 9DX

Tel: 020 8966 6483

Email: senassessment.reviewservice@harrow.gov.uk

Date ratified by Governing Body:

Signed:

Chair of Governors: