

**Glebedale School**

**Admissions Policy**

Last Review: Jan 2024

Next Review: Jan 2025

  

**Admissions Policy**

This policy has been updated to reflect the changes legislation ‘Special educational needs and

disability code of practice: 0 to 25 years Statutory guidance for organisations who work with and

support children and young people with special educational needs and disabilities, with particular

reference to changes towards Education Health and Care Plans (EHCP).

Glebedale School is an independent day special school for pupils aged 7 to 19 years, who

have social, emotional, mental health and other difficulties or needs. The school will admit children

with a Statement of Special Educational Needs or EHCP, in whose statement the school is named,

and where there is a place. Places are also available for pupils without SEN statements or EHCP

where it is deemed that the school is able to meet needs.

Referrals are usually made by Local Authorities or Social Services and can be made at any point

during the academic year through direct contact with the school.

**Admission Criteria**

The admission arrangements are determined by Acorn Education and Care in conjunction with the

Head Teacher of Glebedale School.

The published admission number (PAN) for Glebedale School is 30.

Following referral, all information about a prospective student will be considered before deciding if

their needs can be met by the school. Factors taken in to account, include the following criteria:

1. Children who are in the care of a Local Authority or are provided with accommodation by that

Authority in accordance with Section 22 of the Children Act 1989. (A letter from the Children's

Services Department confirming the child’s status must be provided.) Off-site, local residential care

can be provided by Acorn Education & Care, to accommodate students who cannot remain within

their home Local Authority.

2. The school will admit a student whose final Statement of Special Educational Needs/EHCP

names the school, with our prior agreement.

Glebedale School tries to ensure that students are placed as quickly as possible once a place has

been offered. At the time of receiving an offer of a school place parents/ carers will be advised of the

process for starting school.

**Admissions Procedures**

As much information as possible will be sought at the point of referral to inform assessment as to

whether the referral is appropriate and as to whether the school is able to meet the needs of the

young person. Information sought should include:

- young person’s name;

- age and date of birth;

- ethnic background, cultural needs, religious needs/persuasion;

- health needs & history

- educational history, needs, current provision, support received & required including whether

there is a statement of special educational needs proposed educational plan;

- risk issues, level of supervision required, establish if any history of self-harm/suicide, history of

volatile and aggressive behaviour, child protection issues, risks presented by third parties;

- expectations and requirements sought by the placing authority to meet the young person’s

needs; - the name, address and telephone number of the young person’s case accountable

social worker (if applicable);

- the young person’s legal status;

- the young person’s and their family’s social history;

- any special issues e.g., restriction of contact, child protection and - criminal history (if any) and

whether any existing criminal proceeding are outstanding.

The information provided will assist the Headteacher in their assessment as to whether a school

placement is viable and appropriate. The Head will consider whether the school has sufficient

staffing in terms of number and experience to manage such admission both in terms of the individual

young person’s needs and respect of the potential impact that the admission may have on existing

group dynamics.

**The Admissions Register**

The young person’s details need to be entered into the school admissions register and

accompanying information filed. This gives particular information about pupils who are currently

registered as attending our school. The register will comprise information that is compliant with

regulations set out in the education (pupil registration) (England) regulations 2006, the admission

register will contain:

• Name (inc middle names) Surname

• Date of Birth

• Year Group

• Gender

• Ethnicity

• Name and Address of all with PR • Parent/Carer with whom learner resides

• Emergency Contact Numbers (Social Worker)

• SEN Y/N • LAC Y/N • EAL Y/N

• Pupil Premium

• LA - Funded

• LA - Referred

• Date of Admission

• Previous School & Leaving Date

• Any Readmission Date

• Leaving Date

• An indication of boarding/care order or day attendance (external placements)

**Legislation**

This policy takes account of all relevant legislation including the legislation on sex discrimination,

race relations, and disability, together with all relevant regulations and the School Admissions Code (DfE 2010).