

## **Admissions Procedure**

### **CRITERIA**

St Dominic's School offers provision for up to 110 boys and girls with autism and/or specific learning difficulties including speech, language and communication needs, from the age of 7 to 19 years. 64 of these places are residential places (weekly boarding). St Dominic's has provision for 30 sixth form students.

For a child to be admitted, the Academy must be named by a Local Authority (LA) in the child's Education Health Care Plan (EHCP). This generally follows extensive consultation with the Academy. Pupils will be considered for the Academy when it is clear that they will benefit from the provision and that they meet the following criteria:

- a) Applicants will have an EHCP. However, in exceptional circumstances it may be necessary to make an emergency placement. Examples of exceptional cases when it may be necessary to make an emergency placement include:
  - i. *the child's medical circumstances have changed suddenly, causing a rapid and serious deterioration in the child's health or development*
  - ii. *where a child arriving unexpectedly in the LA exhibits such significant learning difficulties as would normally warrant an EHCP.*
  
- b) Applicants will have a range of special educational needs and disabilities, some of which may be complex. This may include one, or a combination of the following:
  - i. *Specific Learning Difficulties (SpLD)*
  - ii. *Speech, Language and Communication Needs (SLCN)*
  - iii. *Autistic Spectrum Conditions (ASC)*
  - iv. *Attention Deficit Disorder (ADD) / Attention Deficit Hyperactivity Disorder (ADHD)*

Parents/carers wishing their child to attend St Dominic's School should ask their LA to name the Academy in their child's EHCP.

### **OVERSUBSCRIPTION CRITERIA**

A pupil cannot be refused admission on the basis of 'oversubscription' when the academy is named in their EHCP.

### **VISITS**

In cases where the Academy is a possible placement for a pupil, the family will be encouraged to visit. However, there can be no binding comment about the pupil's suitability, nor an offer of a place, before the LA has made a recommendation about

placement. If parents/carers request a place at the Academy prior to any formal contact by the LA with the Academy, they should be referred to the LA SEN Team.

## **REFERRAL**

To acquire a place in the Academy, children must be referred by a Local Authority. The LA must attach the child's EHCP, their most recent Annual Review and any appended reports about the child from the professionals involved. The Head will review the referral papers and request any additional reports required in order to make a decision.

The Academy will consider all referrals and respond in writing within the time limit set by the LA. If a decision is taken by the Academy not to offer a place, the Academy will give the reasons for that decision according to the Code of Practice. The reasons should be expressed in terms of the needs of the pupil, whether a place is available at the school within the appropriate provision (e.g. year group or key stage) and/or the efficient education of other pupils already at the Academy, so that it is clear why the Academy considers that the pupil does not meet the published Admissions Criteria.

## **OFFERS**

If the Academy can accept a referral, the Head will write to the LA accepting the referral, including details of financial requirements, the support to be offered, a start date, the date by which the offer should be accepted and the address to which to respond.

If the LA fails to accept the place by the date set out in the letter, it will be assumed that the LA no longer wants the place and the offer will be withdrawn.

## **TRANSITION**

When placement has been agreed, staff from the Academy will make contact with the pupil's current placement to arrange a transition programme with exchange of information and reciprocal visits where practical and appropriate.

## **EXIT CRITERIA**

A pupil will be referred to the Annual Review / SEN Panel if:

- a. It is considered that he/she has progressed and developed such that it is the view of the Academy that he/she may be able to access a differentiated mainstream curriculum.
- b. Other changing needs of the pupil indicate that alternative provision may be more appropriate, including more specialised provision.

## **ST DOMINIC'S SCHOOL SIXTH FORM ADMISSIONS CRITERIA**

- 1) Priority will be given to students already on roll at the Academy.
- 2) Students will have an Education, Health and Care Plan (EHCP) that defines their primary additional needs as related to learning; some students may have more complex needs that cannot be supported in a mainstream FE college. An FE college will have assessed the student and supported this.
- 3) The Local Authority will have supported the identification of St Dominic's School as the most appropriate placement.

Documentation that could be used to provide evidence of need (this is not exhaustive):

- EHCP
- Annual reviews
- Transition plans
- Medical reports
- Therapy reports
- Other (e.g. educational psychology)

Decisions on whether to offer a sixth form placement would initially be made by the Head. In general this decision would then be submitted to the Local Authority for consultation at panel (although different LAs have various mechanisms in place for decision making) and they would then inform the Academy, school or college of their view.

### **APPEALS** (The First-Tier Tribunal – Special Educational Needs and Disability)

If a parent or guardian of a child in respect of whom an EHCP is maintained by a Local Authority appeals to the First-tier Tribunal (Special Educational Needs and Disability), either against the naming of the Academy in the child's EHCP or asking the Tribunal to name the Academy, the Academy agrees to be bound by the decision of the Tribunal on any such appeal.

Where the Academy, the Secretary of State or the First-tier Tribunal (Special Educational Needs and Disability) has determined that it should be named in a child's EHCP, the Academy must admit the child to the Academy.