

Category	School Administration		
Document Name	Admissions Policy		
Accountable Body	RADIUS Trust		
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Related Documents

Document	Reference
Admissions Procedure	SA.P1.01
Register of Pupils Admission	SA.P1.02

Reference Material

Guidance
Education (Pupil Registration) (England) Regulations 2006

Policy Statement

RADIUS Trust schools are approved by the Secretary of State for Education as non-maintained residential special schools under the control of RADIUS Trust Limited which is a Charitable Company.

Each school will admit pupils restricted to the prime category of admission approved by the Secretary of State for the individual school and registered with the Governments EDUBASE2 public database.

The Trust expects each school to have an admissions procedure clearly stating the school's provision and the admissions process. The procedure is required to clearly identify the roles, responsibilities and expected timeframes and will include the:

- workflow upon receipt of enquiries from parents/carers and Local Authorities including a record of events and decisions;
- arrangements for the family to attend an informal visit to the school*;
- arrangements for assessment by the school and familiarisation by the families;
- school's responsibility to produce a summary of statement prior to the assessment;
- use of a standard template for the set of questions used in the initial contact and for the assessment (including the summary of statement);
- assessment process and approval from the Headteacher/Principal;
- communicating the outcome of the assessment with the Local Authority and parent/carer;
- content of the offer letter, if accepted;
- procedures upon receipt of the acceptance letter including entering a record in the Register of Pupils Admission and completion of a baseline exercise (attainment history to be received from the transition school and updated if available or created if not available).

*For Local Authority enquiries, each school is required to obtain permission to make initial contact with the family from the Local Authority.

Each school will implement a thorough assessment to confirm the content of the pupil's statement and check for signs of any other needs.

For offer letters, the Headteacher/Principal will confirm the banding based on evidence.



Register of Pupils Admissions

The Trust requires each school to maintain an admissions register to comply with The Education (Pupil Registration) (England) Regulations 2006.

The admission register for each school shall contain an index in alphabetical order of all the pupils at the school and specific information relating to every pupil as stated in the regulations.

A pupil can be lawfully deleted from the admission register on the grounds prescribed in the regulation 8 of the Education (Pupil Registration) (England) Regulations 2006.

Each school will have processes in place to ensure that every amendment made to the admission register will include the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

Every entry in the admission register and attendance register will be preserved for a period of three years after the date on which the entry was made.

Communication

Each school is required to respond to all enquiries in a timely manner and to follow up with parents/carers or Local Authorities when awaiting responses/decisions.

Each school is required to record all communication with Local Authorities or parents/carers in the internal school system. The school will issue written confirmation (email or post) of all verbal conversations.

Any staff involved in communications with parents/carers and/or pupils/students should recognise the importance of promoting the school's provision and facilities.

Special Educational Needs Tribunals

On those occasions when parents/carers appeal to an SEN Tribunal over the issue of placement, each school will endeavour to assess the child at the request of parents/carers who can provide evidence of the formal appeal being in place. This will be done at no cost to the parents/carers or to the LA, and wherever possible will be done before the date of the Tribunal hearing in order to advise if a placement would be offered.

Collaboration

If it is determined that the school where the initial enquiry was received would not be suitable for the pupil/student each school will consider if another RADIUS Trust school setting may be more appropriate and will assist the parent/carer in organising an assessment at the agreed location.

Lead Governor Role

The Trust expects School Governing Body oversight to be secured through the operation of a Lead Governor role which ensures validation that the management and administrative systems are operational and effective.