



**POLICY NAME: Admissions Policy**

**MISSION STATEMENT/ETHOS**

**Achieving Success through Understanding, Respect and Endeavour'**

<b>Document Status</b>			
<b>Approval responsibility:</b>	Executive Headteacher Governing Body	<b>Signed:...</b>	<i>Rachel Hogreaves</i>
<b>Date of Policy Approval:</b>	04/07/2023	<b>Date of Policy Review:</b> (annually)	July 2024

Mowbray School has two sites, our main site in Bedale for pupils aged 3 years to 16 years and a satellite site in Ripon for primary aged pupils. We **only** admit pupils who have been referred by the pupil's Local Authority [LA]. Though Mowbray School is a North Yorkshire County Council (NYCC) maintained school, we do accept pupils from Other Local Authorities (OLA) (legally we have to treat these requests with the same merit as NYCC.) and our admission arrangements for OLA pupils remains the same as for NYCC pupils. The financial charges we make to pupils from OLA's matches the funding we receive for NYCC pupils.

Admissions are almost always made on the basis of a child having an Education Health Care Plan (EHCP). Sometimes LA's request school to admit pupils on an assessed place, so that emergency needs are met and the pupil can be assessed whilst in school for an EHCP, this only occurs when it is probable that the pupils will require a place at this school.

Mrs Katie Oliver, Deputy Headteacher, is the school lead for admissions.

We have our own admissions panel, made up of members of the leadership team who meet regularly and decide as to whether we can meet a child's needs, we then meet each half term with officers from North Yorkshire Local Authority to decide together who is admitted to the school and when. All requests for places regardless of an individual pupil's situation will be subject to this process. No pupils will be admitted without the necessary paperwork having been completed and seen by the admissions panel.

As we have two sites, one in Bedale and one in Ripon, when a request for a place at Mowbray School is made by a local authority and the school's admission panel decides whether we can meet a child's need, the decision as to which site a child attends, is taken by the Deputy headteacher.

The Deputy Headteacher will take into consideration the following factors, as to which site a pupil then attends;

- Where a child lives and their proximity to either site, we will always try to educate a child closest to where they live.
- Compatible pupil groups, so that pupil needs are best met.
- Skill set of the staff and appropriate facilities to meet pupil needs.
- Views of the school admission panel, as mentioned above.
- Age of the pupil.

Please note that any decisions regarding school transport are taken by the local authority and not school.

### **Secondary transfer**

This is when pupils move from our primary department to our secondary department to start their education in Year 7. It cannot be presumed that a child who is a pupil in our primary department, regardless of the site they attend, will automatically be guaranteed a place in our secondary department at our Bedale site. This is for the following reasons;

- It may not be the nearest appropriate specialist provision secondary-aged school to where they live.
- There may be insufficient secondary pupil spaces available.
- North Yorkshire County Council may not agree to fund transport if your child lives outside of our catchment area for our Bedale site.

All parents must state in a child's Year 5 Education Health Care Plan (EHCP) annual review meeting, whether they wish their child to have a place in Year 7 at our Bedale site or whether there is a consultation for a place in another specialist setting.

### ***Timing of Admissions***

The school will admit children at the start of each term, subject to places being available. Any variation to this will be at the decision of the Deputy Headteacher.

### ***Visits by Prospective Pupils and Parents***

School welcomes parents and carers to visit school. Our expectation is that all parents visit school prior to admission and once a place is agreed we will then meet the pupil. Pupils will not be able to start at school, without a member of staff from the wider leadership team having met the pupil concerned.

Visits are to be arranged through the school office, members of the school wider leadership team will show groups of parents around the appropriate site. These visits allow parents and pupils to meet staff and to see the school at work. It is recognised that the way in which a pupil and his/her family are received into the school is of vital importance for a smooth and positive start to the pupil's time at Mowbray and the school has clear guidelines for pupil induction.

### ***Admission list and record of place requests***

A record of all parental visits and formal consultations is kept by the school and we will inform parents and the relevant LA, as to the decision to admit a pupil and when. A waiting list is not kept as we cannot guarantee when a place may be available, other than for Yr7 pupils who starting at the beginning of the academic year and we appreciate the need for a pupil to be educated in an appropriate setting. The school will inform the relevant LA of our decision to admit a pupil.

### ***Appeals Procedure***

Appeals against referrals are heard by the Special Educational Needs Tribunal, *Appeal a special educational needs (SEN) statement decision*. The procedure is outlined on the Department for Education (DFE) website at the following web address <https://www.gov.uk/appeal-sen-statement-decision>

### ***Guidelines on Pupil Induction***

There are times when 'pupil induction' procedures may be subject to change.. Please bear with the school if changes to these procedures are made.

- At the beginning of the formal assessment process, or when a pupil is moving into the area, the opportunity is given to parents (and possibly pupils) to visit the relevant school site to obtain information about the provision available so that they can make an informed choice about future placement. The school website provides detailed and up to date information about what we do. <http://www.mowbrayschool.co.uk/>
- The request for a place is made by LA's and a response given by school directly to them, who will also inform parents, there may be occasions where we inform parents directly.

- If a place is offered and accepted by the parents the school will distribute a parent pack, including the 'all about me' booklet which will inform staff and other pupils about the child.
- School will arrange with the parents or appropriate persons a pre admission visit for the pupil and also indicate which site will meet the child's needs and show them around the appropriate site.
- In some circumstances Mowbray staff will visit the pupil in their current setting or visit the child at home, as soon as possible after agreeing the placement.
- Information is collected from the previous school, other agencies etc. and a pupil file opened. The information is disseminated to relevant staff at Mowbray.
- Transition arrangements will be arranged prior to a pupil commencing full time at the site deemed appropriate by the Headteacher and these arrangements will be individualised to the needs of the pupil.
- When the pupil arrives at school site on his/her first day it is important that he/she is introduced to the class teacher/form tutor as soon as possible who will ensure that they are made welcome and introduced to the class/form. Good practice is to assign a peer mentor to the new pupil, to help them feel welcome, this is especially important at break times.
- The pupil's transport arrangements need to be known by the staff in the pupil's class and these arrangements explained to the pupil.
- Staff at the end of the first day of a pupil's attendance, will contact parents to feedback on how their child has got on in school.