

# Inspire - Enable - Achieve



## The Vale Federation Admission Policy

Revised November 2018

This policy was adopted on

26<sup>th</sup> November 2018

The policy is to be reviewed by

November 2019

## Admission Policy

November 2018

### Booker Park & Stocklake Park Schools – The Vale Federation

Booker Park School is a co-educational special school catering for a wide range of special needs. It includes the age range 3-11 and supports approximately 235 pupils.

Stocklake Park School is a co-educational, local authority maintained special school catering for children with severe learning . It includes the age range 11-19 and supports approximately 80 pupils. We work with local colleges to offer a Post 19 educational offer (Step Up) and Social Care to offer our 19+ provision.

### **Curriculum**

The schools provide a broad and balanced curriculum for all our students, taking into account individual specialised needs to ensure whole curriculum entitlement and access. This includes the National Curriculum. We are committed to providing the highest quality of education for all students and use our resources efficiently. We have a community programme that allows our facilities to be accessed 50 weeks per year and that brings into additional funds to support our therapy provision as well as being accessible to our local community.

This policy will reflect the key elements of the Equality Act with a commitment to promoting equality in disability, race, gender, socio economic circumstances, pregnancy, maternity and paternity.

The Principal has overall strategic responsibility of the Federation. Heads of School have overall responsibility for the leadership and management of their own school. Day to day operation is the responsibility of all teachers and all support staff. The class teacher also has key responsibility for co-ordinating individual pupil's educational provision in consultation with all who support or provide advice. We seek to ensure that parents/carers are informed through this process.

### **Staffing Levels**

Staffing levels are enhanced so that pupils are usually taught in a class of up to 12 with a teacher, senior teaching assistant and an appropriate number of teaching assistants to meet the needs of the class group. Some specific classes are taught in a class of up to 8 children. The school receives advice from a range of health professionals in order to meet the needs of the pupils as assessed by the appropriate professionals.

### **Funding**

The school is funded on a place led basis by the LA.

### **Criteria for Placement**

Admission arrangements are the responsibility of the Local Authority, Buckinghamshire County Council SEN Team. All pupils are supported through an Education Health Care Plan (EHCP).

The pupils' identified needs will be complex and significant in the area of:

- Cognition and learning (moderate learning difficulties, severe learning difficulties or profound and multiple learning difficulties) as described in the SEN Code of Practice.
- Behavioural, emotional and social difficulties
- Communication and interaction (autistic spectrum disorder and/or speech and learning difficulties)
- In addition pupils may have sensory or physical difficulties. Most children have more than one need.

### **Referral routes**

The Local Authority (LA) is the admissions authority. Pupils may be considered for placements:

- Following a Statutory Education, Health and Care Needs Assessment, which identifies either school as an appropriate provision within an Educational Health and Care Plan.
- Following an Annual Review which identifies either school as an appropriate provision within an Education Health Care Plan.
- On arrival into the LA having previously attended a specialist provision or special school.
- Following a parental request with supporting professional advice.
- In exceptional circumstances e.g. permanent exclusion.
- Following a request from another LA.

### **Evidence to support the need for a special school place**

There will be evidence from a range of agencies and professionals that a special school place is appropriate. This will include an educational psychologist's opinion where possible.

The views of parents and child will also be considered.

### **Admission Procedures**

Once the LA has decided that the referral is appropriate, the Head of School will be consulted. Following receipt of the papers the school will have 15 days to consider the admission. When the admission is agreed the LA will formalise this by notifying parents and the child's current school so that admission arrangements can be made and a start date agreed.

### **Transport**

Some pupils may be entitled to home to school transport in accordance with Bucks County Council's transport policy. This may involve specialise transport arrangements for some pupils with highly, complex medical needs.

### **Monitoring & Review**

Progress will be reviewed at the Annual Review meeting.