

# Inspire - Enable - Achieve



## The Vale Federation Admission Policy

This policy was reviewed on

5<sup>th</sup> June 2023

This policy is to be reviewed by

5<sup>th</sup> June 2024

Signed:

Principal

Date: 19th June 2023

Chair of Governors

Date: 20th June 2023

## **Admission Policy**

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

Booker Park School is a co-educational, local authority maintained special school catering for a wide range of special needs. It includes the age range 3-11 and supports approximately 225 pupils.

Stocklake Park School is a co-educational, local authority maintained special school catering for children with a range of special needs. It includes the age range 11-19 and supports approximately 90 pupils. We work with local colleges to offer a Post 19 educational offer (Step Up).

## **Curriculum**

The schools provide a broad and balanced curriculum for all our pupils taking into account individual specialised needs to ensure whole curriculum entitlement and access. We are committed to providing the highest quality of education for all students and to using our resources efficiently.

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 operations are the responsibility of all teachers and all support staff. The class teacher also has key responsibility for coordinating 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 have an Education Health Care Plan (EHCP).

The pupil's 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.

- 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 parental request, a pupil will be considered at special school placement panel
- On arrival into the LA having previously attended a specialist provision or special school.

### **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 be considered. The Local Authority special school placement panel will consider the request.

### **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 consultation. If 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 Buckinghamshire Council transport policy.

### **Monitoring & Review**

Progress will be reviewed at the Annual Review meeting.