

**HAYMERLE SCHOOL**  
**ADMISSIONS POLICY**  
**September 2018**

Haymerle School takes referrals from pupils of primary school age across the school year, and within any year, if there is a place and we can offer appropriate provision.

Information about admission is shared with parents/carers when they visit Haymerle, **following a recommendation** by the SEN panel.

Parents and pupils are given information about the expectations, rewards and sanctions policy, and are asked to enter into partnership with the school to ensure a successful placement.

Pupils will be placed in a class group of no more than 7.

The classes are grouped according to age.

A parent has the right to express a preference for their child to be educated at Haymerle School.

Decisions about admissions are made in partnership with the LEA, parents/carers and other advisors.

The school will try to be as helpful as possible to young people and their parents/carers, even when placement at Haymerle is considered inappropriate.

In the unlikely event that Haymerle is directed to take a pupil on roll, the Headteacher will provide the panel with considerable detail of the reasons why it is felt that the placement is inappropriate.

The school will request a written response from the LEA outlining the reasons why it has been directed to take the pupils. All this information should be made available to parents / carers.

As a staff we are committed to equal opportunities for all our pupils, and we support each individual to reach their full potential.

In this admission policy we have set out our particular expertise in meeting the needs of pupils with special educational needs.

This information is vital for referring agencies and parents if they are to make informed choices about the most appropriate provision for their children.

Haymerle School is a primary school for boys and girls designated to support pupils with a diagnosis on the Autistic Spectrum Continuum. We support the educational needs of pupils aged 5 - 11 with a range of additional difficulties that affect their ability to learn full-time in a mainstream environment.

Haymerle School Admissions Policy has been written in two distinct sections. The first refers to our statutory duties as an LEA Special School, our relationship with the LEA and the LEA admissions procedures.

The second section concerns the types of special educational need for which provision is made at the school, our objectives, facilities and areas of expertise.

### **Section One**

The LEA's Policy is that pupils are admitted to Haymerle School by decision of the Special Educational Needs Panel, acting on behalf of the Director of Education. Haymerle follows the guidelines as set out by Southwark Education Department.

- Children can only be admitted to a special school if they have a completed statement, Education Health Care Plan or are undergoing a full statementing process as per the Education Act 1996.
- In considering a placement, the SEN panel will have before it:
  - a) all relevant information on the pupil, and
  - b) details of the existing pupil population of the school by age and class group.
- Once a placement has been proposed by the panel, all relevant preliminary papers will be sent by first class post to the Headteacher of the school within 10 working days.
- The SEN management section and other services should not advise parents of the decision of the panel prior to the school making contact with the family.
- Within 5 working days, the Headteacher should raise any initial queries with the manager for Special Education. These will be considered and resolved as soon as possible, and if necessary the Head of Pupil Support and Special Educational Needs will advise on any matters which are unclear.
- Within 10 working days of receiving papers, the Headteacher will have initiated contact with parents offering them an interview within 15 working days of contact. (this time schedule will be adhered to as closely as

possible given the time needed for parents to arrange and keep appointments made to visit the school)

- The Headteacher will raise any further queries or seek further advice from the SEN management section. Parents should not be advised by the school that:

a) no place is available;

b) that the pupil's needs cannot be met within the school without additional support.

- Following views being sent to the SEN department by the head teacher, parents and school will be informed of the panel's decision regarding the placement of the pupil.
- If the school is named by panel the pupil's starting date at school will be arranged between the school and the parents and the SEN department notified of the date.
- Whilst it is unlikely to be necessary, the Director of Education, through the Head of Pupil Support and Special Educational Needs, reserves the right to direct a special school to take a pupil on roll.

## **Section 2**

Haymerle school is designated to support children on the **Autistic Spectrum** the number of pupils with additional severe and complex needs being referred to the school has increased.

The range of additional needs currently supported by the school include pupils with a diagnosis of **ASC and:-**

- moderate and severe learning difficulties;
- moderate / sensory impairment (hearing / sight);
- moderate and severe communication and language delay
- moderate and severe social, emotional and behavioural disturbance in addition to learning difficulties;
- withdrawn / vulnerable / school phobic pupils;
- mild physical disabilities, medical needs and syndromes;

The head teacher will review such referrals individually and raise specific issues relating to the suitability of a referral with SEN officers.

There are special schools within Southwark offering appropriate provision for pupils whose primary needs arise from emotional and behavioural difficulties or severe learning difficulties. Where a pupil referred to Haymerle School has significantly high level of need the head teacher may limit a class size to be able to fully support all pupils placed in a given class or year group.

All pupils with a physical disability that prevents them having access to a partially adapted building will be invited to view the school with their parents to discuss the relevant issues. If it is considered by all parties that Haymerle is

the most appropriate placement, the school will approach the LEA concerning further adaptations. Parents and referring agencies should be aware that there is currently no disabled access to the first floor.

To be reviewed in September 2019