

# **Trinity School**

## **Admissions Policy**

### **1. Admissions**

Trinity official capacity is for 200 pupil/student places.

Admissions to Trinity will normally be reserved for children/young people for whom statements are maintained under section 168 of the Education Act 1993. Admissions arrangements conform to those described in paragraph 76-83 of Circular 3/94.

Pupils/students will be admitted to Trinity:

- up to the number approved in the school's recognised accommodation, which is 200
- when they have a statement of special educational needs and the school is named in Part IV of the statement
- as emergency placements, for the purposes of assessment when they do not have statements of special educational needs. (Such admission will be made only when the LEA, school, parents and other relevant professionals involved in the assessment are agreed that an emergency placement is the best way forward)
- as emergency or provisional placements where, for example, a child/young person arrives unexpectedly in the LEA and exhibits significant learning difficulties of the kind which would normally warrant a statement. (Such admission will only be made following consultation between parents, governors and the LEA)
- as pre-schoolers to the nursery assessment provision when they do not have statements of special educational needs but where the purpose of placement is for a multidisciplinary assessment of their special educational needs within an educational context.

### **2. Visits, Referrals and Admissions**

#### ***Visit Requests***

Many parents will visit Trinity and other special schools during the course of a school year in their search for an appropriate educational placement for their children/young people. These visits may precede any referral from the Local Education Authority (LEA).

Initial requests for visits are usually received by telephone and are taken by our receptionist. The following details are collected:

- Child's/young person's name
- Date of birth
- Address
- Name of contact person
- Home and work (or contact) telephone numbers
- Local Education Authority (LEA)
- Brief description of the child's/young person's learning difficulties or disabilities
- Whether the child/young person has a statement
- Whether the child/young person is currently being assessed.

This information will enable us to decide on which aspects of Trinity School to focus when parents visit.

A convenient date and time will then be arranged and confirmed by letter.

### ***The Initial Visit***

The initial visit is informal and is for parents to view the school and the facilities available.

Upon arrival our receptionist will take parents' names and give them a visitors badge. One of our Assistant Headteachers (Primary or Secondary) will then give them a tour of the school providing any necessary background information and discussing any questions raised.

The question of a placement for the child/young person may well arise during the visit but at this stage it will not be possible to tell parents if their child/young person is likely to get a place.

### ***Referrals***

Referrals are the statutory responsibility of LEAs, in that they are legally responsible for managing the process. Consideration of whether to refer a pupil to Trinity is undertaken by LEAs' Special Educational Needs panels.

Requests for placements at Trinity School or the Further Education Centre and Nursery Assessment Base can only be considered once an LEA referral has been received by the school.

### **3. The Role of the LEA**

The LEA in which a child/young person lives will send all the paperwork available on the child/young person to Trinity. This may include anything from an educational psychologist's report to full assessment papers and a Statement of Special Educational Needs. Parental involvement in the assessment process will already have been secured by the child's/young person's school, doctor or educational psychologist.

All children/young people attending a special school should have a Statement unless they are placed at the school for an assessment. Children/young people placed for an assessment should have a Statement after about three months.

### **4. The Admissions process within Trinity**

When paperwork is received at the school a cover sheet is filled in with basic information:

- Child's/young person's name
- Date of birth
- National Curriculum year group
- Name of referring LEA
- Date of letter of referral from LEA
- Whether the child/young person has a Statement
- Whether the child/young person has any assessment papers
- Implications for additional resources if known

The papers are then sent to the relevant Deputy Headteacher (Primary or Secondary). They will read the papers and make brief comments upon the needs of the child/young person, which specialised provision is required, and also whether there are any exceptional resource implications. They will make a decision as to whether to invite the child/young person in with parents.

### **5. How are the pupils/students matched to the places available?**

For September admissions we are able to identify in which part of the school we will have appropriately resourced places available and in which National Curriculum Year groups. These spaces are then matched with the referrals we have received. When we have identified pupils/students

who may be considered for admission these pupils/students and their parents are invited by letter to the school for a pre-entry visit.

We generally admit the largest number of pupils/students in September. Occasionally we may admit pupils/students in January or April if places are available. The number of new pupils/students we are able to admit will depend upon the number of pupils/students leaving.

The admissions process may take a long time but once all the necessary information is available consideration is given as rapidly as possible so that parents can then be informed if their child/young person has a place.

## **6. Criteria for consideration of admission to Trinity**

Before admission can be considered the following paperwork is required:

- A letter of referral from the LEA

AND

- Either

a psychologist's report /recommendation for assessment at a special school from the referring LEA.

OR

Formal Assessment Papers

OR

A Provisional or Substantive Statement of Special Educational Needs.

Other issues that will be taken in account.

Provided that the above criteria are met further issues are then considered.

- The child's age and whether there is a space available in the appropriate National Curriculum (NC) year group.
- Availability of an appropriately resourced place in the relevant part of the school.
- Consideration of the needs of existing pupils/students within the class groups.
- The availability of any additional resources required to meet the child's/young person's needs, for example:

- speech therapy, occupational therapy or physiotherapy
- specific medical provision
- additional resources to meet an extreme challenging behaviour
- highly specialised equipment

## **7. Pre-Entry Visit**

During this visit the child/young person may be placed within a group of children/young people in an appropriate class, join in activities with the other children/young people and be observed by our Phase Manager, another teacher or other classroom staff.

## **8. What happens when children are not offered a place?**

Trinity informs the referring LEAs of pupils/students not offered places.

LEAs are also asked if they want the child/young person to be reconsidered for admission again at a later date if a space becomes available in the appropriate part of the school and within the child's NC year group.

Unfortunately, sometimes we are not able to consider some pupils/students because we know the NC year group is full and it will be unlikely that any pupils/students will leave.

Sometimes we do not offer a place because in our judgement the school would not be able to meet all of the child's/young person's needs appropriately, or because the child/young person appears to need an approach that is altogether different from any of those in which we specialise.

## **Step by Step Guide to the Trinity Admissions Process**

1. Initial information visit by parents/carers to Trinity (and maybe other special schools too) to look at facilities and provision available.
2. Parents report their views on desired school placement to Local Education Authority (LEA).
3. Referral considered by LEA Special Needs Panel.
4. Referral letter and papers sent by LEA to Trinity for consideration.
5. Trinity matches pupil/student, ages, educational needs and resource requirements to available places.
6. If potential places are identified, pupil/student and parents are invited to visit Trinity.
7. Trinity advises LEA of recommended placements and resource levels, or informs LEA if a place cannot be offered.
8. LEA offer places to pupils/students resident in their own areas, or advise parents if places are not available.
9. Referring LEAs confirm acceptance of financial responsibility for placement at Trinity.
10. Trinity sends letters to parents of pupils/students who have been offered places, advising them of start dates and other arrangements.
11. Trinity sends London Borough of Barking and Dagenham copies of confirmation letters from sending authority detailing resource levels applicable to facilitate recoument procedures.