

# Admissions Procedure Policy

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December 2019

Bettridge is a school for pupils aged between 2 and 19 with Special Educational Needs.

The admission Procedure Policy should be read in conjunction with the SEN Information Report and SEN Policy.

Pupils are admitted to the school following a referral from the Local Authority (LA). This referral is made by a panel from the LA who consider reports and information submitted by a range of professionals, including teaching professionals from the setting the child is attending, Educational Psychologists, Advisory Teachers, Health Professionals and Professionals from Social Services. Most pupils will already have an Education Health and Care Plan (EHCP) before a referral is made to Bettridge. Occasionally a child will be assessed for an EHCP once they are at Bettridge.

Places cannot be offered directly by the school. The Headteacher can refuse a request if the pupil is outside of the operational brief or if all places are taken.

Parents who are considering a placement for their child at a special school are welcome to visit with or without their child. They should contact the school by phone or email to arrange this visit. The LA take parents' and pupils' views into account, along with other factors, when considering provision for pupils with Special Educational Needs and Disabilities (SEND).

Once the LA has agreed to place a child in a specialist setting, a request is then made to an appropriate special school. Usually this is the school nearest to where the child lives. A member of staff will contact parents or carers and make arrangements for them to visit if they have not already done so.

Following this visit, the practical details will be arranged between the family and the school so the pupil can have a successful and positive introduction to Bettridge in a way which suits them and their family.