



## **Admissions Policy for Southview School**

**January 2024**

This admissions policy has been drawn up by Essex County Council as the admissions authority, in conjunction with the school.

Essex County Council, in conjunction with the school, will review this Policy annually.



## Admissions Policy for Southview School

### Admissions criteria

There are limited places at the school for children and young people aged between 3 – 19 years. Placement of a pupil at the school is the decision of the LA in consultation with the school and parents. Pupils will be considered for the school when it is clear that they will benefit from the provision and that they meet the following criteria:

- The pupil has an Education Health Care plan.
- The pupil's prime need is identified as severe physical difficulty combined with a neurological impairment.

In rare cases it may be appropriate to consider an 'emergency placement'. Examples of exceptional cases when it may be necessary to make an emergency placement include:

- The child's medical circumstances have changed suddenly, causing a rapid and serious deterioration in the child's health or development
- Where a child arriving unexpectedly in the LA exhibits such significant learning difficulties as would normally warrant an Education Health Care Plan.

### Priority Admissions Area

It is recommended that pupils referred to the school should live in the priority admissions area for the school and not that of other similar Essex Special schools, unless there are exceptional circumstances agreed between the LA and the school.

### Referral

When a referral is received from the LA, the school will consider the request and respond in writing within the time limit set by the Authority. If the school feels it is appropriate not to offer a place, the LA must be given the reasons for that recommendation. The reasons should be expressed in terms of the needs of the pupil and the efficient education of other pupils already at the school, so that the Authority is aware of why the school considers that the child does not meet the published Admissions Criteria. Similarly, where the school feels that it can meet the needs of the pupil referred then it should also confirm that in writing.

Applications for places for pupils who are not Essex residents should be made through the pupil's Local Education Authority to the Central Area Office. If the school receives a direct referral from another LA, they should check the area office has received a copy.

Parents and carers will be strongly encouraged to visit the school prior to a decision regarding placement. This can be arranged via the various open days the school runs during the year. The SEND Information, Advice and Support Service can provide support. Further details are available via the helpline on 03330 138913 or email on [send.iass@essex.gov.uk](mailto:send.iass@essex.gov.uk).

## Assessment

When a referral is made, the LA will always attach the Education Health Care Plan, the most recent Annual Review (except in the case of new Education Health Care Plan) and any appended reports about the pupil from the professionals involved. The Head teacher will review the referral papers and request any additional reports required, to inform a decision.

Given the number of referrals for places at secondary transfer, a LA/school Admissions Panel will be necessary to assist the decision-making process. However, the final decision about the appropriateness of the placement will be made by LA.

## Transition

When placement has been agreed, staff from the school will make contact with the pupil's current placement to arrange a transition programme with exchange of information and reciprocal visits where practical and appropriate.

## Pupils on roll

A pupil will be referred to the LA via the Annual Review process if:

- It is considered that he/she has gained in independence and is able to access a differentiated mainstream curriculum
  - The changing needs of the pupil indicate that alternative provision may be more appropriate.
- 

Created: December 2009

Next Review: January 2026