

# Admissions Statement

## Old Park School

**Person Responsible:**

Miss Jodie Colbourne

**Date of Policy:**

July 2017

**Last Updated:**

September 2019

**Approved by FGB:**

18.12.2019

**Next Update:**

September 2020





## **Old Park School Admissions Statement**

Old Park is an all age school catering for pupils with severe and profound learning difficulties. Admission to Old Park School is through a recommendation from an Education Health and Care Plan. To be considered for a place, a pupil will have, or be in the process of receiving, an Education Health and Care Plan. The plan will identify their complex needs and will include severe learning or profound and multiple learning difficulties.

### **Pre-Visits**

Before contacting school, parents are required to speak to the Dudley SEN team. They will ensure that parents are signposted to the most appropriate provision within the borough. When it is deemed that Old Park School is a suitable setting, then parents are welcome to contact school to arrange a pre-visit.

### **Representation, Referral and Consultation**

The local authority is responsible for the Education Health and Care Plan and retains the responsibility for deciding whether to name Old Park School in the plan, based on the individual needs of the child.

Referrals and consultations for admission to Old Park School will arise from a pupil's needs as identified within an Education Health and Care Plan with the recommendation agreed by the Local Authority where Old Park School is named. Referrals can be made from several sources including mainstream or other special schools, pre-school assessment units, enhanced nurseries and pupils from out of borough. Parents may make representations for a placement at Old Park School.

The Local Authority is required to consult with Old Park School before naming it in the child's EHC Plan. The Head teacher will look at a range of information to make an informed decision. The Head teacher has 15 calendar days in which to respond to the formal consultation.

A request for a place at Old Park School must be agreed by the school and the LA SEN panel.

Old Park School will not agree to admission where it is felt that –

- the school is unsuitable for the student's age, aptitude or special educational needs
- attendance at the school would be incompatible with the provision of efficient education for others
- attendance at the school would be incompatible with the efficient use of the school's resources

## **Multi-Agency Contact**

The Headteacher may contact the previous establishment or agency to discuss the suitability of the placement, and school staff or the Headteacher may make a home or school visit if necessary.

## **Admission into School**

Documentation including permissions that is needed prior to pupil entry will be sent to parents/carers. Parents are encouraged to complete the forms at the school and discuss any care/medical needs and special requirements with the school nurse and staff. A health care plan will also be completed. We will also send information about home to school transport that is arranged by the Local Authority.

For certain pupils' risk assessments, specialised equipment and training for staff is required prior to the child starting school.

Admissions dates are usually September apart from pupils already in full time education. Transition plans will be made on an individual basis. In some circumstances, phased induction may be necessary.

Parents may telephone or contact the school regularly during their child's initial settling in period. We will also correspond in the Home/ School Book. During the first term, an informal meeting will be arranged by the class teacher who together with teaching assistants and parents/carers, can discuss the placement of the child, progress made and how the child has settled into school. This meeting will normally take place during a home visit carried out by the class teacher and support staff.

Parents and carers may contact Dudley LA SEN Team using the following details

The Special Educational Needs & Disabilities (SEND) Assessment Team  
Ladies Walk Centre,  
Ladies Walk Sedgley,  
Dudley,  
West Midlands.  
DY3 3UA

01384 814360

[senteam@dudley.gov.uk](mailto:senteam@dudley.gov.uk)

<https://www.dudley.gov.uk/resident/localoffer>

Reviewed September 2019

J.Colbourne