



## Admissions and Arrangements Policy

<b>Implementation Date:</b>	September 2024	<b>Status:</b>	Approved (AC)
<b>Review Cycle:</b>	Annual	<b>Next Review Date:</b>	September 2025

## Contents

1	Overview .....	3
2	Stage 1.....	3
3	Stage 2.....	3
4	Stage 3.....	3
5	Stage 4.....	4

## 1 Overview

Consultations for the admission of a student to The Sky Academy come directly from Somerset Local Authority. A decision to approach the school to consider a specialist placement is made by the LA's Complex Cases Panel, through one of the Special Educational Needs Casework Officers.

The Casework Officer will send the child's current EHCP, Annual Review, and other relevant information to the school's Principal, who distributes copies to the Academy Senior Leadership Team for consideration.

The team formulates a response to the LA's Complex Cases Panel. Decisions are made in line with Schedule 27 of the Education Act 1996; therefore, recommendations to seek another placement will be made if:

- (a) the school is unsuitable to the child's age, ability or aptitude or to his special educational needs,  
or
- (b) the attendance of the child at the school would be incompatible with the provision of efficient education for the children with whom he would be educated or the efficient use of resources.
- (c) the school has reached its maximum capacity at the time of admission.

The LA will confirm with the school and the Parent / Carer that a placement at The Sky Academy has been agreed by the Complex Cases Panel. Once a placement has been confirmed, the Admissions Procedure is split into **four stages**.

## 2 Stage 1.

The Principal, Pastoral Lead or PFSA will make contact with parents / carers to arrange for a visit to the school. This visit allows for parents / carers and the student to visit the school for an initial tour of the facilities and discussion about how the school runs. If possible, the student and parent / carer will also meet with the Principal or another member of the Senior Leadership Team for an informal meeting. Further visits are arranged if necessary.

## 3 Stage 2.

The SENCO / Principal makes contact with the current education provider and any other relevant agents to arrange a professional's transition meeting. This meeting is attended by the SENCO and will be an opportunity to collate relevant information on the young person's strengths and needs. A Risk assessment and Personalised Learning Profile is created and shared with all members of the school community. Our staff will read these prior to the young person starting with us.

## 4 Stage 3.

The PFSA will conduct a home visit to complete admission forms and other relevant paperwork (such as the application for transport) with parents / carers and, where possible, the student. These forms are handed to the school office for recording on Bromcom and filed in the pupil's paper file.

## 5 Stage 4.

The student comes on roll at a date agreed between The Sky Academy and the Local Authority.

Our SEN Administrator or school office makes a formal request for the student's file and the transfer of the student data by Common Transfer File.

The student will initially follow the transition programme (unique to each young person) that is agreed with the parent. This will be reviewed regularly through communication between home and school, until the young person is ready to attend on a full-time basis. This decision is made collaboratively.

An Annual Review will be held within three months of the admission, in line with the SEN Code of Practice.