

# The SKY ACADEMY

## Admission Arrangements

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## 1. Overview

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

The Casework Officer will send 'papers for consideration' either electronically or in paper format to the school's Headteacher who distributes copies to the SENCo/Head of Specialism 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 alternative provision 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 Sky College has been agreed by the Complex Cases Panel. Once a placement has been confirmed the Admissions Procedure is split into **four stages**.

### Stage 1.

The Headteacher, SENCO or the 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. This visit is managed by the SENCO and/or the PFSA. If possible, the student and parent/carer will also meet with the Headteacher or another member of the Senior Leadership Team for an informal meeting. Further visits are arranged if necessary.

The SENCO or the PFSA will make contact with the current education provider to request that an early help assessment (EHA) is completed (if not already in place) to support the transition process and ensure that the Sky Academy is fully informed about the family's strengths and needs

## **Stage 2.**

The SENCO or PFSA makes contact with the current education provider and any other relevant agents to arrange a professionals transition meeting. This meeting is attended by the SENCO and/ or PFSA and will also form the basis for the first 'Team around the Child' (TAC) meeting as part of the EHA.

## **Stage 3.**

The PFSA and a member of the Pastoral Team conduct a home visit to complete admission forms and other relevant paperwork with parents/carers and, where possible, the student. These forms are handed to the school office for recording on SIMS.net and filing in the pupil's paper file. The SEN casework officer will inform the parents/carers that they must apply for transport directly with 'Transporting Somerset' at the Local Authority.

## **Stage 4.**

The student comes on roll at a date agreed by county. He will initially follow an induction programme. This will also form the action plan for the EHA. The 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. A pen portrait and transition plan is shared with all staff. The Induction Programme is tailored to the needs of the individual and overseen by their Tutor. This programme is reviewed and a full time programme implemented.

An Annual Review must be held within three months of the Admission in line with the Code of Practice.

<b>Author</b>		<b>Date</b>	
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<b>Review Date</b>		<b>Status</b>	
<b>Authorised By</b>		<b>Date</b>	

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