



Admissions Procedure

Criteria

Dysart School is a special school catering for pupils who have severe learning disabilities, autistic spectrum disorder or complex needs. The school provides 101 (as of September 2018) places for pupils across reception to year 14.

For a child to be admitted to the school, the school must be named by a Local Authority (LA) on the child's Education Health and Care Plan (EHCP). This generally follows consultation with the school, a child will be considered for a place when it is clear that they will benefit from the provision the school can provide and that they meet the following criteria:

- a) Applicants will have an EHCP. However in exceptional circumstances it may be necessary to accept a child on an assessment placement. Examples of exceptional cases may include:
 - The child arrives unexpectedly in the LA from overseas and exhibits significant learning needs that would warrant an EHCP
 - The child's needs have changed suddenly and drastically enough to warrant an EHCP
 - The EHCP process has been started but is not completed due to the age of the child
- b) Applicants will have a range of special educational needs and disabilities, some of which may be complex. This may include one, or a combination of the following:
 - Autism Spectrum Disorder
 - Severe learning difficulty
 - Attention Deficit Hyperactivity Disorder
 - Global Developmental Delay
 - Cerebral Palsy
 - Speech, Language and Social Communication Needs
 - Multi-sensory Impairment

Parents/carers who would like their child to attend Dysart School should ask their LA to name the school in their child's EHCP.



Oversubscription Criteria

A child cannot be refused admission on the basis of 'oversubscription' when the school is named in their EHCP.

Visits

Parents/carers are encouraged to visit the school to enable them to make an informed decision regarding their child's educational placement. However, there can be no binding comment about the child's suitability, nor an offer of a place, before the LA has made a recommendation about placement. If parents/carers request a place at the school prior to any formal contact by the LA, they will be referred to the LA SEN Team to ensure formal contact is made and appropriate channels are followed.

Referral

To acquire a place in the school children must be referred by their Local Authority. The LA must attach the child's EHCP, their most recent Annual Review minutes and any appended reports about the child from the professionals involved. The Headteacher will review the referral papers and request any additional reports required in order to make an informed decision. If the Headteacher is of the opinion that the school may be able to meet the child's needs then members of the school leadership and teaching team (usually 1 x senior leader and 1 x teacher) will visit the child at their current provision.

The school will consider all referrals and respond in writing within the statutory time frame. If a decision is taken by the school not to offer a place, the school will give the reasons for that decision in line with the code of practice. The reasons should be expressed in terms of the following:

1. The needs of the pupil
2. Whether a place is available at the school within the appropriate provision (e.g. year group/key stage)
3. The efficient education of other pupils already at the school

In order to ensure that it is clear why the school considers that the pupil does not meet the published admissions criteria.



Offers

If the school can accept a referral, the Headteacher will write to the LA offering a place for the child, including details of financial requirements, the support to be offered, a start date, the date by which the offer should be accepted and the address to which to respond.

If the LA fails to accept the place by the date set out in the letter, it will be assumed that the LA no longer wants the place and the offer will be withdrawn.

Transition

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

Exit Criteria

A child will be referred to the LA SEN panel if:

- It is considered that he/she has progressed and developed such that it is the view of the school that he/she may be able to access a differentiated mainstream curriculum
- Other changing needs of the child indicate that an alternative provision may be more appropriate, including more specialist provision

Appeals (The First-Tier Tribunal – Special Educational Needs and Disability)

If a parent or guardian of a child in respect of whom an EHCP is maintained by a Local Authority appeals to the First-tier Tribunal (Special Educational Needs and Disability), either against the naming of the Academy in the child's EHCP or asking the Tribunal to name the Academy, the Academy agrees to be bound by the decision of the Tribunal on any such appeal.

Where the Academy, the Secretary of State or the First-tier Tribunal (Special Educational Needs and Disability) has determined that it should be named in a child's EHCP, the Academy must admit the child to the Academy.