Admission Arrangements

Reviewed by	Josie Payne (Head Teacher)
Review Frequency	September - Annually
Approval	Governing Body/ LA
Approved	January 2022
Next review due:	September 2022

PRINCIPLES

Glenwood is designated as a day school for children aged 11-16 years with an Education, Health and Care Plan (EHCP) of Special Educational Needs within the Moderate Learning Difficulties (MLD) range. This can include pupils with social, communication difficulties and / or Autism.

Pupils may have additional needs identified on their statements and the school will endeavour to provide for these needs.

The designation of the School is described in the School's SEN report and contained in the counties 'Local Offer'. Whilst recognising that the County is the determining authority regarding admission, when the Headteacher judges that the needs of a pupil are beyond the provision available within the school, the Headteacher (with the approval of governors) shall have the right to register such views with the County.

The Published Admission Number (PAN) or number of pupils the school is authorised to accept is agreed on an annual basis by County and published on the school website. This number may not be exceeded without prior approval of governors and the County. The School's PAN for the year 2021 – 2022 is 103.

Pupils generally join the School in the Autumn Term of Year 7 following an Education, Health and Care Plan review at primary school in preparation for the phase transfer. Children will also be admitted at other times according to need and as required by the Local Education Authority.

ADMISSION PROCESS

The pupil is referred to the school by the County.

The Headteacher reviews the information and paperwork provided by the County and considers the suitability of the pupil for placement at the school.

If the pupil is considered to have needs within the range normally catered for within the school, the Headteacher will inform the County of agreement to admit.

If appropriate, the parents and pupil are invited to visit the school to discuss the proposed placement and transition arrangements.

If all parties agree that the placement is suitable then a start date will be agreed with parents at the earliest opportunity and the relevant transport forms will be completed and forwarded accordingly.

Parents are then requested to complete the forms contained in the 'New Starter Information' pack

If the pupil is deemed to fall outside the range of needs normally catered for, the Headteacher will contact the County to discuss the concerns identified. The Headteacher will also contact the Chair of Governors to discuss the appropriateness of the placement.

Where there is no agreed resolution to the differing views of the County and the school the following procedures will be adopted:

The parents of the pupil concerned to be informed of the school's view that the pupil falls outside the range of needs normally catered for

The County to be informed in writing of the views of the Headteacher and the Governing Body

DIRECTION TO ADMIT

Where the disagreement cannot be resolved it is recognised that the County has the right to direct the school to admit the pupil.

MONITORING & REVIEW

As indicated within the Policy, Governors will be informed of all instances where the school is required to admit a pupil contrary to the wishes of the Headteacher. The Headteacher will continue to inform Governors on a regular basis (normal termly Headteacher reports) of the impact upon the school and pupil of all such admissions. In all other respects the policy shall be reviewed on an annual basis.

For further information please contact Hampshire Local Authority to find out about admission and appeal arrangements.

https://www.hants.gov.uk/educationandlearning/admissions/guidance/appeals

County Admissions Team:

Hampshire County Council

Children's Services Department

Elizabeth II Court North

Winchester SO23 8UG

Phone 0300 555 1377

Email admissions.team@hants.gov.uk