



# Mowbray School

North Yorkshire County Council

## **Admissions Policy**

Revised 23<sup>rd</sup> February 2018



The school **only** admits pupils who have been referred by the pupil's Local Authority [LA], though Mowbray School is North Yorkshire County Council (NYCC) maintained school, we do accept pupils from Other Local Authorities (OLA) (legally we have to treat these requests with the same merit as NYCC.) and our admission arrangements for OLA pupils remains the same as for NYCC pupils. The financial charges we make to pupils from OLA's matches the funding we receive for NYCC pupils. An admissions panel, made up of members of the leadership team meets regularly and decide on who to admit to the school and when. The Head teacher, following agreement from the admissions panel then authorises admissions at that meeting. All requests for places regardless of an individual pupil's situation will be subject to this process.

Admissions are almost always made on the basis of a child having an Education Health Care Plan (EHCP) or a Statement of Special Educational Needs. Sometimes LA's request school to admit pupils on an assessed place, so that emergency needs are met and the pupil can be assessed whilst in school for an EHCP, this only occurs when it is probable that the pupils will require a place at this school.

No pupils will be admitted without the necessary paperwork having been completed and seen by the admissions panel.

### ***Timing of Admissions***

The school will admit children when vacancies are available and when it is in the best interests of all concerned and where it does not disrupt the education of other pupils.

### ***Visits by Prospective Pupils and Parents***

School welcomes parents and carers to visit school. Our expectation is that all parents visit school prior to admission and once a place agreed we will then meet the pupil. Pupils will not be able to start at school, without a member of staff from the admissions panel having met the pupil concerned.

Visits are to be arranged with a member of the admissions panel. This allows parents and pupils to meet staff and to see the school at work. It is recognised that the way in which a pupil and his/her family are received into the school is of vital importance for a smooth and positive start to the pupil's time at Mowbray and the school has clear guidelines for pupil induction.

### ***Admission list and record of place requests***

A record of all parental visits and formal consultations is kept by the school and we will inform parents and the relevant LA as to decision to admit a pupil and when. A waiting list is not kept as we cannot guarantee when a place may be available, other than for Yr7 pupils who starting at the beginning of the academic year and we appreciate the need for a pupil to be educated in an appropriate setting. The school will inform the relevant LA of our decision to admit a pupil.

### ***Appeals Procedure***

Appeals against referrals are heard by the Special Educational Needs Tribunal, *Appeal a special educational needs (SEN) statement decision*. The procedure is outlined on the Department for Education (DFE) website at the following web address <https://www.gov.uk/appeal-sen-statement-decision>

### **Guidelines on Pupil Induction**

- At the beginning of the formal assessment process, or when a pupil is moving into the area, the opportunity is given to parents (and possibly pupils) to visit the school to obtain information about the provision available so that they can make an informed choice about future placement. The school website provides detailed and up to date information about what we do.  
<http://www.mowbrayschool.co.uk/>
- The request for a place is made by LA's and a response given by school directly to them, who will also inform parents, there may be occasions where we inform parents directly.
- If a place is offered and accepted by the parents the school will distribute a parent pack, including the 'all about me' booklet which will inform staff and other pupils about the child.
- A pre admission visit is made by the pupil to Mowbray School.
- In some circumstances Mowbray staff will visit the pupil in their current setting or visit the child at home, as soon as possible after agreeing the placement.
- Information is collected from the previous school, other agencies etc. and a pupil file opened. The information is disseminated to relevant staff at Mowbray.
- Transition arrangements will be arranged prior to a pupil commencing full time at the school and these arrangements will be individualised to the needs of the pupil.
- When the pupil arrives at school on his/her first day it is important that he/she is introduced to the class teacher/form tutor as soon as possible who will ensure that they are made welcome and introduced to the class/form. Good practice is to assign a peer mentor to the new pupil, to help them feel welcome, this is especially important at break times.
- The pupil's transport arrangements need to be known by the staff in the pupil's class and these arrangements explained to the pupil.
- An entry must be made in the home/school planner on the first day of attendance.

Signed:



J C Tearle

Date: 23<sup>rd</sup> February 2018

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