Admission Policy

Longford Park School

Prepared: June 2010, April 2015
Reviewed:

Approved by: S Warburton

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LONGFORD PARK SCHOOL ADMISSIONS STATEMENT

Longford Park School pupil cohort consists of full time pupils with statements, up to 8 pupils placed in the Pupil Referral section of the school and part-time 'step out' pupils who do not usually have statements and require short-stay support whilst remaining in their mainstream schools for the remainder of the week. Some pupils attend on a full-time SEN assessment basis without a statement but remain on roll at their mainstream school in order to make a transition back when the appropriate time occurs.

The admissions criterion for statemented pupils is determined by Trafford Local Authority and requests for placements are sent directly from them to Longford Park School. Trafford Local Authority has formulated their School Admissions Scheme in accordance with School Admissions (Coordination of Admission Arrangements)(England) Regulations 2008 which came into force on February 10th 2009.

Admissions Procedures- Special Schools

Section 89 of the Schools Standards and Framework Act 1998 require Local Authorities to consult the governing body at least once every year as to whether the admissions arrangements as determined by the Authority are satisfactory. The Authority’s policy for determining admissions to maintained special schools must be clearly based upon matching the special educational needs of individual pupils to the particular range of needs catered for in each school. Special schools are broadly classified as catering for a type of special educational need. Since many pupils may show a combination of needs, the predominant identified need will normally be the determining factor in school placements.

Pupil placements follow a formal assessment of the pupil’s special educational needs, using the procedures established within the Education Act 1996. This process usually results in the issue of a Final Statement of Special Educational Needs, which names the type of school, which represents appropriate provision for the pupil concerned. Prior to the issue of the final statement the headteacher of the particular school is sent a draft version and is asked to make the necessary admission arrangements. The Authority does have ultimate control over the pupils admitted to special schools. Special schools do NOT have a catchment area as such. From time to time, with full approval of the Authority, pupils are admitted for a short period of assessment.

Pupils placed on roll of a special school are reviewed each year, as required by the Education Act 1996, this annual review is convened by the Headteacher and following information received could result in an amended Statement of Special Educational Needs being issued. The Authority consider it essential that parents, pupils and LA, and where appropriate other agencies/services, are fully involved in the Annual Review process, this will include the opportunity to meet formally with the Headteacher in school and to contribute to the standard Authority form relating to Annual Reviews.

Admissions to Step Out provision at Longford Park School

Referral forms from mainstream schools are sent into Longford Park School with accompanying evidence requesting Outreach support for their pupils. The Outreach team works with the school [and the pupil where appropriate] to provide support and strategies to employ within the mainstream setting. If the pupil requires more intensive support a recommendation will be made to the Headteacher of Longford Park School and if appropriate the pupil will be offered a short term, part-time place. These placements are funded by the mainstream school. This will be reviewed on a ten weekly basis and will not exceed 3 periods of ten weeks unless formal assessment of the pupil has been requested by the mainstream school, following this the pupil could be offered a part-time placement at Longford Park School or a Statement might be prepared. The number of days offered will be determined by the Headteacher of Longford Park School [LPS] and will not exceed 2 days per week unless a request for formal assessment has been sought by the mainstream school. If this is the case a pupil may attend LPS for 3 or more days per week pending results of formal assessment.

Admission to the Pupil Referral Unit (PRU) provision at Longford Park School

Admission to the PRU is carefully managed by Trafford’s lead consultant for Behaviour and attendance and the Headteacher at Longford Park School. This provision is for pupils permanently excluded from their mainstream school or at significant risk of exclusion.