



Purpose of this Policy

- To describe and clarify school policy with regard to the admission of pupils to The Rowan School.
- To describe the aims and procedures, which will maximise educational benefit on the admission of a pupil.

Aims

- The policy supports the school statement of intent that every pupil should achieve their potential.
- To achieve as smooth a transition as possible into the school in order to maximise educational benefit for all pupils.
- To ensure that placement at our schools is prioritised for those students for whom mainstream school/provision does not enable the individual to grow and thrive to their potential.

Principles

- Pupils with an EHC (Educational Health and Care) plan as defined in the 2015 SEN D Code of Practice will be eligible for admission to The Rowan School.
- The Rowan School has an agreed number of 36 places.
- To admit normally, pupils within an age range of 5-11 years.
- To admit boys and girls.
- Any decision regarding the admission of a pupil to The Rowan School will be considered on an equal opportunities basis, regardless of gender, race, religion or background.
- Pupils will at the point of entry will normally have an EHCP Plan, pupils without an EHC plan may be offered an assessment place.
- Where additional places are requested by the Local Authority over the agreed number, careful consideration is made about each request.
- Pupils without an EHC Plan naming the school will only be admitted in one or more of the following circumstances:
 - a. The pupil is already the subject of a current EHC Plan or Statement naming another school that makes similar provision and requires a change of school due to a family move or change of social services arrangements
 - b. There has been a sudden and significant change in the circumstances for the pupil. This will relate to medical or social circumstances rather than a change of school, there has already been a prolonged absence from school and the pupil would be considered vulnerable should this continue until the EHCP process has been completed.

In these cases the statement will be drafted or amended within statutory timescales.



The Directors, through the Principal, will be consulted prior to admission of a pupil. The Principal will be mindful of issues of confidentiality. All admissions will take place through close and joint working between the Local Authority and the school. The Principal and Directors have the right to question a potential admission with the LA on the following grounds:

- If the child is outside the age range catered for by the School
- If the school is already at its planned admissions limit
- If a group within any particular age range is full
- If the child does not meet the designation of the School
- If the pupil's admission may be incompatible with the progress and welfare of pupils already on the school roll (e.g. if there are medical needs over and above those catered for by the school).

Where there is competition for placement at The Rowan School, the Principal and Directors will make a decision based upon the school's ability to meet individual need.

Admissions Process

- SEN panel consults with The Rowan School.
 - Receipt of proposed Statement or EHCP and paperwork
- Parents/pupils visit school – (sometimes parent/pupils may visit more than once – negotiated as necessary)
- Consultation returned to the SEN case officer.
- School informed and admission date agreed
- School entry planning meeting – to plan admission and ensure relevant information shared
- School entry pack issued to parents
 - Induction begins at The Rowan School – each child's induction is personalised to needs.

Responsibilities/Guidance

- The Local Authority shall be responsible for the decision as to consult through the SEN panel.
- The Principal shall be primarily responsible for implementing the admissions procedures and reporting to the Directors.
- The Principal along with Class Teacher will be responsible for obtaining full relevant information concerning a potential admission, as soon as he/she has



been notified of the possibility. This will include participating fully in the School Entry Planning meeting processes.

The **Parent/Guardian** shall:

- Endeavour to become as familiar as possible with the school.
- Provide the school with all relevant information to assist easy entry.