



Outcomes
First Group

ADMISSIONS POLICY

Policy Folder: Education

ADMISSIONS POLICY

Contents

Contents	2
Admissions Criteria	2
Admissions Process	2
Placement will be agreed if:	3
Entry / Transition Arrangements.....	3

Admissions Criteria

Pupils admitted to Oakham Shires School will have a diagnosis of Autism or present with social communications differences and behaviours consistent with autistic traits and will have an EHCP. Oakham Shires School will be named in Section I of their EHCP with the support of the parents/carers and the Local Authority (LA) where the young person lives.

Pupils can be admitted into Oakham Shires School at any time of the academic year. Pupils can only be admitted when there is a vacancy, and the school can offer an appropriate peer group and curriculum and the admittance of the new pupil will not negatively impact on the education of pupils already placed here.

Admissions Process

The Headteacher, with the assistance of the Multi-Disciplinary Team (MDT), has the delegated responsibility for admission to Oakham Shires School. Referrals come from the Admissions team and / or the LA where the pupil lives. Enquiries from parents are welcome.

The admissions process follows certain steps:

1. The LA sends a copy of the proposed EHCP to the Admissions team with supporting advice or the parents approach the school and provide supporting information.
2. The SLT and the MDT makes a preliminary decision based on the information received from the LA / parent.
3. If this information suggests that a placement may be appropriate then an assessment will be arranged.
4. The child may be invited to attend a taster session at Oakham Shires School allowing further observations and feedback from teaching staff, support staff and the MDT.
5. At the same time, learner information will be collected from the teams around the pupil, this includes EHCP, Reports, Medical assessments, safeguarding information, information from previous education settings and other relevant information.

6. The Admissions panel will convene and review the paperwork, assessments and information regarding the pupil and discuss whether Oakham Shires can fully meet their needs. The final decision for offering a place lies with the Headteacher.
7. When a child is offered a place at Oakham Shires School the LA will inform the child's family. The school will then contact the family to arrange a meeting to discuss the needs of the child and agree a transition plan.

Placement will be agreed if:

- The school can meet the child's needs
- It is compatible with the interests of the pupils already enrolled in the school
- It is efficient use of available resources.

If significant or challenging behaviour or significant difficulties are identified which may require additional support or resources, there may be a need for additional placement costs. If this is the case, these need to be calculated on an individual basis and details of which additional costs are to be added clearly set out.

Entry / Transition Arrangements

The Family Liaison Officer will meet with all pupils / families to discuss and plan an entry strategy which meets the child's needs. This strategy may differ from child to child depending on their needs, previous experiences, previous placements or programmes etc.

Although a date to come on roll will be agreed, there may be a period where we are awaiting pupil information, transport to be arranged, and safeguarding files to be received. During the period between on rolling and the pupil start date, the Family Liaison Officer will make contact and a transition plan be established. This ensures welfare obligations are met. A transition plan will be developed in partnership with the family with a maximum 6-week transition to full time education on site. Pupils may only come on site once the Information and Consent pack has been returned with a minimum of two emergency contact numbers and the safeguarding file from the pupil's previous setting has been received.

Oakham Shires School aims to ensure that entry into the school is as positive an experience as possible.



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