

# Belmont School Admissions Policy



Authorised: .....

*(Headteacher)*

Authorised: .....

*(Chair of Governors)*

Date Approved: **26-9-17**

Date for review: **Summer 2017/18**

## **GENERAL ADMISSIONS PROCEDURE**

Students who attend this school are all referred by the Local Authority Casework Team. All referrals for placement are discussed and decided by the Local Authority's Special Needs Resource Panel. The panel includes a Headteacher from one of the County's Special Schools and senior leaders from Health, Social Care and SEN. The views of an Educational Psychologist are also sought when a request for an admission to a Special School is made. Referrals and student paperwork are then sent to the Belmont School leadership team to consider if the school can meet the needs of the child. The placement offer/refusal paperwork is completed and returned to Shire Hall then the Casework Team will inform the Parents/Guardians of the decision.

## **NUMBER AND RANGE OF PLACES**

Approximately 105 places for students aged between 4 and 16 (see attached Commissioning Brief).

## **GEOGRAPHICAL AREA COVERED**

Students are offered places County wide, but primarily from Cheltenham and the surrounding areas. However, consideration is given to the journey time between home and school when the Local Authority look for the most appropriate local provision to meet needs.

## **PARTICULAR NEEDS OF CHILDREN ATTENDING**

The school is for students whose special needs have been identified as:-

Moderate Learning Difficulties and additional needs (which may include students who have been diagnosed as having an autistic spectrum disorder ASD).

All students will have an Educational Health and Care Plan or Statement of Educational Needs. Admission is based on the needs of the individual child or young person and usually takes place at the beginning of a term.

## **PRE-ADMITTANCE PROCEDURES**

The Headteacher encourages parents to visit Belmont School to ascertain the suitability of the provision and possible placement. Arrangements for a visit are made via the School Office/Appropriate Key Stage Manager. Parents are asked to supply the school with details of their permanent home address, contact details and family doctor.

## **MONITORING AND REVIEW**

This policy was drawn up by members of the SLT working in consultation with the whole staff and the Local Authority.