



**Grange
Academy**

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Article 23: *You have the right to special education and care if you have a disability, as well as all the rights in this Convention, so that you can live a full life.*

Article 42: *You have the right to know your rights! Adults should know about these rights and help you learn about them, too.*

Admissions Procedure

Policy Status: Statutory

Review Cycle: Annually

Owner: Rachel Timms - Headteacher **Date:** October 2022

Approved by: Local Governing Body (LGB) **Date:** November 2022

Review Date: October 2023

Criteria

Grange Academy has a maximum of 140 places for children aged 7-16 (Y1-Y11). The decision to name a placement of a pupil at the school is ultimately the decision of the Local Authority (LA); however, this generally follows extensive consultation with us. Pupils will be considered for Grange Academy when it is clear that they will benefit from the provision and that they meet the following criteria. Applicants will have an EHCP. However, in exceptional circumstances it may be necessary to make an emergency placement.

- For example, if a child arrives unexpectedly in the LA exhibiting significant learning difficulties that would normally warrant an EHCP but has not yet been assessed.
- Applicants are considered to have a moderate learning difficulty.
- Applicants may have a range of additional learning needs, some of which may be complex. In addition, this may include one, or a combination of the following:
 - i. Autism Spectrum Disorder
 - ii. Speech and language and social communication difficulties
 - iii. Moderate sensory impairment, mild physical disabilities, and/or mild visual and hearing impairments
 - iv. Mild additional medical needs
 - v. Mild Emotional, Social and Mental Health difficulties, which may give rise to challenging behaviours.

Visits

In cases where Grange Academy is a possible placement for a pupil, the family will be encouraged to visit. However, there can be no binding comment about the pupil's suitability, nor an offer of a place, before the Local Authority has made a formal request for consultation. If the parents/carers request a place at the Academy prior to any formal contact by the LA with the Academy, they will be referred to the Bedford Borough SEND Team.

Referral

When a referral is received from the Local Authority, Grange Academy will consider the request and respond in writing within the time limit set by the Local Authority. If a decision is taken by the school not to offer a place, the Local Authority will be given the reasons for that recommendation. We will make it clear why Grange Academy considers that the child does not meet the published Admissions Criteria. The reasons will be expressed in terms of the needs of the pupil, whether a place is available at the school within the appropriate provision (e.g. year group or key stage) and/or the impact that the placement may have on the efficient education of other pupils already at Grange Academy.

Assessment

When a referral is made, the Local Authority will always attach the EHCP, the most recent Annual Review and any appended reports about the pupil from the professionals involved (This may include information on attendance, behaviour, bespoke support and provision). The Headteacher and SENDCO, and/or a member of the senior leadership team, will review the referral papers to make an informed decision and check that we can meet need. If, from the paperwork, we consider that the pupil does not meet the admissions criteria, we will inform the Local Authority of our views. It is anticipated that a termly partnership admissions meeting will be necessary to assist

the decision-making process. However, the final decision about the appropriateness of the placement will be made by the SEND Panel.

Transition

When placement has been agreed, staff from Grange Academy will make contact with the pupil's current placement to arrange a transition programme with exchange of information and reciprocal visits where practical and appropriate.

Exit Criteria

An interim annual review will be called if:

- a.) It is considered that a pupil has progressed and developed and may be able to access a differentiated mainstream curriculum.
- b.) Changing needs of the pupil indicate that a pupil requires more support than Grange can offer, or an alternative provision may be more appropriate, including more specialised provision.

Appeals (The First-Tier Tribunal – Special Educational Needs and Disability)

If a parent or guardian of a child in respect of whom an EHCP is maintained by a Local Authority appeals to the First-tier Tribunal (Special Educational Needs and Disability) either against the naming of Grange Academy in the child's EHCP or asking the Tribunal to name Grange Academy, Grange Academy agrees to be bound by the decision of the Tribunal.