Larwood School

Where we belong

Part of Brighter Futures Educational Trust

ADMISSIONS POLICY

Policy Number: 01L

Review Committee: Standards

Type of Policy: Statutory

Review Period: Annually

Approved: November 2024

Next Review: November 2025

Version Control

V1.1	November 2023	Stage 6 was added at the end.
V1.2	November 2024	Grammatical changes.

Larwood School (Part of Brighter Future Educational Trust) welcomes all new children and their families

Using the admissions policy, we wish to ensure that: -

- Parents/carers are happy with the choice of placement and induction process
- The child's introduction to school is positive
- The school feels confident in its capacity to meet the child's needs

Larwood School is a primary school which caters for pupils with social, emotional and mental health related issues. All pupils have an Education Health Care Plan and they may have a range of conditions, including, but not exclusive to, autism, ADHD, ODD, anxiety and/or other conditions. Pupils are referred to the school at various ages of their school life and therefore may not spend the whole of their primary school at Larwood School.

Pupils will be considered for admission at Larwood if:

- They have an Education Health Care Plan and there is a parental preference for a place at Larwood School or where the LA believes the school, in light of its specialism, is appropriate given the child's age and special educational needs
- They have been approved for an SEMH primary school placement via a provision panel meeting and there is evidence of the same
- Documentation presented to Larwood School as part of the statutory consultation process has included a full range of reports including, but not exclusive to an EHCP in final or draft format, school-based report (s), behaviour logs, Education Psychology reports, intervention reports where appropriate and any other supporting papers. Reports should be accurate and provide full and comprehensive details of all relevant issues of the child and family concerned
- A suitable place is available. This would not just be in terms of number of places, but also in relation to peer group and any factors that may be prevalent in relation to class dynamics
- Following consideration of all the evidence, Larwood School can meet the social, emotional, mental health and behavioural needs of the pupil concerned

The admission process will:

- Be clearly outlined to prospective parents / carers, which may include the opportunity for parents / carers to visit the school to help them make an informed decision both informally and formally
- Be handled as sensitively as possible taking into account both the needs of the pupil and their family

- Begin to establish the partnership with parents / carers and clarify expectations
- Facilitate the exchange of information and ideas between home and school through home visits and induction meetings
- Enable parents / carers to become confident partners in their child's education
- Be sensitive to the needs of other pupils in the class and the resources available
- Include close liaison with feeder schools, nurseries and playgroups where appropriate
- Include liaison with the external agencies involved with the pupil as appropriate e.g. SALT, EP, Social Care, OT and Outreach where involved

Upon successful acceptance to Larwood School, pupils may be placed in the main body of the school or The Space Hub. The latter being a smaller unit for pupils that either have a diagnosis of Autism as part of their needs or it is strongly suspected that the pupil has such a condition, even without formal diagnosis. The composition of pupils of this area will vary according to referrals, staffing and other issues. However, we will avoid creating large variances in age ranges within the Hub. Therefore, as an example, we would not place a Year 1 or Year 2 pupil with predominantly Year 6 pupils.

Our admissions activities:

Stage 1 – Open Day **

Parents are invited to attend these meetings and meet key staff, as well as having a look around the school during the school day. Ideally, this is before a provision panel meeting and allocation of placement. The Head of school oversees the Open Day and usually hosts the tour.

**Covid permitting – other approaches may be used if needed due to this factor

Stage 2 – Consultation paperwork.

Paperwork is sent to Larwood for consulting on the possible placement for a pupil. There is a 15-day period to respond to this. At this stage it is essential that there is a range of documentation supporting the assessment of placement. It is not acceptable to simply send the Education Health Care Plan.

Stage 3 – Initial admission meeting **

Once placement is agreed, a meeting will take place involving the Deputy Headteacher and Family Support Worker.

**-This may be in person or using Teams due to Covid or parent preference

Stage 4 – Visit to pupil's school**

A member of staff from Larwood will try to see the pupil in situ. This may take place earlier, when possible, during the consultation stage. However, many of our pupils may not be in school and this may not be possible at all.

** Covid permitting-other approaches may be used if needed due to this factor

Stage 5 – Second admission meeting

A Family Support Worker will meet with family members (not the pupil) and have a secondary meeting to discuss further details about the pupil/family history etc. This is when a start date and plan of entry is agreed.

Stage 6 – Welcome to Larwood

We have a staggered start for all our new students joining us throughout the Autumn term. The children will start on a Wednesday or Thursday, as this is close to our Friday afternoon reward sessions. This is deliberate to try and create a really positive start to life at Larwood. Children who are placed in Space Hub may start on an alternative day as their day to day does not follow the same structure as the main school.