



Admissions Policy

Reviewed by:	Snita Verma, Principal
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Approved by:	Tracey Storey, CEO

Purpose of this Policy

- To describe and clarify the admissions procedure for learners wishing to attend The Rowan School.
- To describe the aims and procedures, which will maximise educational benefit on the admission of a learner.

Aims

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

Principles

- Learners 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, learners within an age range of 5-11 years.
- To admit boys and girls.
- Any decision regarding the admission of a learner to The Rowan School will be considered on an equal opportunities' basis, regardless of gender, race, religion, or background.
- Learners will, at the point of entry, normally have an EHC plan, learners 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.
- Learners without an EHC plan naming the school will only be admitted in one or more of the following circumstances:
 - The learner 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.
 - There has been a sudden and significant change in the circumstances for the learner. 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 learner 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 learner. 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 local authority on the following grounds:

- If the learner 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 age range is full.
- If the learner does not meet the designation of the school.

- If the learner's admission may be incompatible with the progress and welfare of learners 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 decide based upon the school's ability to meet individual needs.

Admissions Process

- SEN panel consults with The Rowan School.
- Receipt of proposed statement or EHCP and paperwork.
- Parents/learners visit school – (sometimes parent/learners 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 learner'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/Carer shall:

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