

Carew Academy Admissions Procedure

CRITERIA

Carew Academy is an outstanding Special Academy which provides 246 places for children and young people aged 7-18 (Year 3 to Year 13).

The decision to name placement of a student at the school is ultimately the decision of the Local Authority (LA) however, this generally follows extensive consultation with the Academy. Students will be considered for the Academy when it is clear that they will benefit from the provision and that they meet the following criteria:

- a) Applicants will have an Education, Health and Care Plan (EHCP). However, in exceptional circumstances it may be necessary to make an emergency placement.
Examples of exceptional cases when it may be necessary to make an emergency placement include:
- where a child arriving unexpectedly in the LA exhibits such significant learning difficulties as would normally warrant an EHCP.□□
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- b) Applicants will have a range of additional learning needs, some of which may be complex special needs. In addition, this may include one, or a combination of the following:
- i) *Autism Spectrum Disorder*
 - ii) *Speech, Language and Social Communication Difficulties*
 - iii) *Mild Sensory Impairment and/or Physical Disabilities*
 - iv) *Additional Medical Needs*
- c) Admissions for each Year Group (Year 3-13) are considered as follows: □
Whether Carew Academy would be suitable for the age, ability, aptitude or SEN of the child or young person.
- Whether the attendance of the child or young person at Carew Academy would be compatible with the efficient education of others, or the efficient use of resources.

This means there must be both a space in the relevant Year Group and a space in a suitable class to meet the child or young person's needs. This applies from Year 3 to Year 13.

VISITS

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

REFERRAL

When a referral is received from the LA, the Academy will consider all referrals and respond in writing within the time limit set by the LA. If a decision is taken by the school not to offer a place, the LA must be given the reasons for that decision. The reasons should be expressed in terms of the needs of the student, whether a place is available at the school within the appropriate provision (e.g. year group or key stage) and/or the efficient education of other students already at the Academy, so that it is clear why the Academy considers that the student does not meet the published Admissions Criteria.

ASSESSMENT

When a referral is made, the LA will always attach the EHCP, the most recent Annual Review and any appended reports about the student from the professionals involved. The Principal will review the referral papers and request any additional reports required. If, from the paperwork, he considers that the student does not meet the admissions criteria, he will inform the LA of his views. The final decision about the appropriateness of the placement will be made by the LA. Additional reports may be requested, either from the Academy or from other professionals, in order to inform the decision.

OFFERS

If the Academy can accept a referral, the Principal will write to the LA accepting the referral, including details of financial requirements, the support to be offered, a start date, the date by which the offer should be accepted and the address to which to respond.

If the LA fails to accept the place by the date set out in the letter, it will be assumed that the LA no longer wants the place and the offer will be withdrawn.

TRANSITION

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

EXIT CRITERIA

A student will be referred to the Annual Review / SEN Panel if:

- a. It is considered that he/she has progressed and developed such that it is the view of the Academy that he/she may be able to access a differentiated mainstream curriculum.
- b. Other changing needs of the student indicate that alternative provision may be more appropriate, including more specialised provision.

CAREW ACADEMY SIXTH FORM ADMISSIONS CRITERIA

- 1) Priority will be given to students already on roll at the Academy.
- 2) Students will have an Education, Health and Care Plan (EHCP) that defines their primary additional needs as related to learning; some students may have more complex needs that cannot be supported in a mainstream FE college.
- 3) Students will be judged to require a longer period within a specialised setting before making the transition to FE College or other provision.
- 4) The Local Authority will have supported the identification of Carew Academy as the most appropriate placement.

Decisions on whether to offer a sixth form placement would initially be made by the Academy Principal. In general, this decision would then be submitted to the Local Authority for consultation and they would then inform the Academy of their view.

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 the Academy in the child's EHCP or asking the Tribunal to name the Academy, the Academy agrees to be bound by the decision of the Tribunal on any such appeal.

Where the Academy, the Secretary of State or the First-tier Tribunal (Special Educational Needs and Disability) has determined that it should be named in a child's EHCP, the Academy must admit the child to the Academy.