



Sefton Council

Register Pupils Admission to School

School Name PRESFIELD HIGH SCHOOL

Date Ratified: 27/09/2017

Date for review: (No more than 7 years) 27.09.2024

Signed: 

Chair of Governors

Presfield School welcomes all new children and their families. We wish to ensure that:-

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

Pupils will only be admitted to Presfield High School and Specialist College if they are subject to an Education & Health Care Plan (EHCP) which identifies the pupil as having Autistic Spectrum Disorder as their primary need. On rare occasions it may be possible to admit pupils who are undertaking assessment for ASD, on a temporary placement, while awaiting results of assessments by health professionals. All young people are considered for admission in line with statutory guidance and the school is able to meet their needs academically and socially.

Presfield has a maximum capacity of **88** and each class size has a maximum of 8 with a potential 10% increase giving 9 students.

We have developed a clear Admissions Policy that allows for new arrivals who start at different times of the year and is well placed to identify their needs and ensure that they receive appropriate support to access the curriculum, both academic and social.

We as a school aim to provide a welcome for new arrivals that:

- Forges good communication with Parents, Carers and Guardians.
- Addresses immediate needs efficiently.
- Identifies the social and educational needs of the young person.
- Promotes inclusion.
- Enables success in learning.

In line with DFE and Ofsted guidance and recommendations, Presfield High School and Specialist College have established the following:

- A well placed admission to our school once a young person has been referred through to us.
- A welcoming environment with background information on linguistic, educational and cultural and social needs of the new arrivals.
- Communication with Parents, Carers and Guardians as an integral part of the Welcome and Induction (interviews, school/children's home visits, letters, texts, phone calls).
- Inform new arrivals and their families, carers and guardians about the education system and the curriculum we offer at school through the key stages.
- Inform new arrivals and their family/carers about entitlement such as free school uniform, meals and education equipment provided by the school.
- Availability to new admissions and their families/carers to the school website, prospectus and relevant policies.

### **Admissions Procedure**

We believe that effective inclusion into the curriculum, that ensures progression and engagement, begins at the start of the admission process.

Parents/carers are encouraged to make an informal visit to the school. This may often be suggested by the Educational Psychologist or the current school. It is intended to provide the parents/carers with the necessary information required to make an informed choice regarding their child's placement.

If parents believe the school is suitable and wish to apply for a place they should request the LA name the school in the pupils EHCP. This is then passed to the LEA who contacts the school forwarding all relevant paperwork and ask if the school can meet need.

The Head and Deputy will review the relevant paperwork and contact the pupil's current school to request a visit to see the pupil in their current setting. If the student is currently out of school efforts will be made to meet with the pupil at their home.

After consideration of the papers Presfield will either:-

- agree the place is appropriate and confirm place to the Local Authority

or

- inform the LA that the school does not feel it can meet need

Where the school feels it cannot meet need a relevant reason will be given to the LA.

Successful applications will be contacted by the school to arrange a bespoke transition programme based around need. Appointments will be offered for the pupil to meet with their teacher, tour the school and meeting fellow peers. The young person's academic and social needs will be assessed resulting with an Individual Learning Plan, Learning Support Plan and if appropriate Personal Emergency Evacuation Plan (PEEP), Positive Handling Plan, Behaviour Plans and Health Care Plans being developed. This will allow for appropriate support to be given to the pupil.

Parents and carers have the right to appeal if they are unhappy about the LEA decision.

#### **Notification of changes relating to placement:**

The school office must be informed immediately of any changes relating to a placement.

It is necessary that any meetings held regarding a young person's placement are followed up by a letter from Presfield outlining decisions taken at that meeting and a copy is placed on the young person's file.

All other matters that should be followed up by a letter:

- a) Young people being sent school work home whilst excluded.
- b) Local Authorities decision to keep the placement open whilst a decision is being made.
- c) Notification of closure of placement by Presfield.
- d) Notification of closure of placement by the Local Authority.
- e) Relevant Authorities/social workers informed of long term unauthorised absences.

#### **Admission to Sixth form**

Presfield pupils wishing to access our Sixth Form provision must express an interest in Year 11. An application form is available to be completed and must be handed to the Assistant Head for KS4 and KS5 before the end of May at school.

Applications are welcome from students currently in other schools as long as they have an EHCP which identifies the pupil as having Autistic Spectrum Disorder as their primary need.

Presfield students will have priority over applications from students in other schools. The Assistant Head will consider all applications, both internal and external, and discuss with SLT how a pupils needs can be met in our Sixth Form. Pupils will then follow the admissions policy outlined earlier. Please see our transition policy for information regarding transition to Sixth Form.