



# Admissions Procedure

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## **The Link Primary School**

### **Admissions Procedure**

#### **Entry Criteria**

The Link Primary School is a school for children with Speech, Language and Communication Needs, including children whose communication needs are as a result of their Autistic Spectrum Condition.

Children should present with a primary or significant delay or disorder in speech, language and communication. The speech, language and communication impairment and additional needs will be significant enough to prevent the child from learning in a mainstream setting.

All children must have an Education, Health and Care Plan (EHCP) or be in the process of an assessment for an EHCP.

Any placement at The Link Primary will be as a result of careful consideration of the child's needs, how effectively the needs can be met and whether they can be met without detriment to other pupils already in the provision.

The Head Teacher and Governing body apply the regulations on admissions fairly and equally to all those who wish to attend the school.

#### **Admission**

Parents are welcome to visit the school for an individual tour with a member of the senior leadership team, although it should be noted that there can be no binding commitment about the pupil's suitability, nor an offer of a place, before the LA has made a recommendation about placement.

The school has a philosophy of child centred learning where barriers to learning are considered from the outset with thought to the most appropriate provision to enable the child to overcome these barriers in their learning. The individual approach to admissions is considered important to help parents make the best and right decision for their child whether this is to finally be at The Link or another more appropriate school.

The Local Authority responsible for the child will need to support any application via a consultation process with the school. This will involve sending an official letter of consultation with any relevant paperwork, alongside the school inviting the child for a morning assessment. Consultation with parents and discussion with school professionals who have been involved in the assessment will also be an important part of the process.

Once the assessment process has been completed and the staff team agree that the needs and provision set out in the EHCP can be met, the responsible Local Authority will follow their procedures as to whether to agree to the placement and funding. Once agreed the Academy Admissions team will produce a funding agreement between the Academy and the Local Authority.

Our admissions range from Reception to Year 6. Children usually enter the school at the start of the academic year; however admissions can take place across the school year. Admissions for each year group are determined using the same criteria, namely:

- Whether The Link Primary would be suitable for the age, ability, aptitude or SEND of the child.
- Whether the attendance of the child at The Link Primary would be compatible with the efficient education of others, or the efficient use of resources.
- If there is a space in a compatible class, meaning there must both be a space in the relevant Key Stage and a space in a suitable class to meet the child's needs.

The standard number of pupils on roll at The Link Primary is 51. Children are taught in small classes that usually have a maximum of 9 children. Pupils are grouped by their learning ability and learning style across the school to ensure they have an appropriate peer group and to make the best of their strengths as well as giving them the best opportunity to overcome their learning barriers. It is sometimes necessary to admit one child over another dependent upon whether there is a space available in the appropriate class for the pupil's learning style and need.

### **Oversubscription criteria**

If The Link Primary School is oversubscribed but the needs of the child can be met, then the application will be added to a waiting list system for the relevant year group and type of need and reassessed if a place becomes available in an appropriate class.

If The Link Primary School has exceeded the planned admission number (PAN) it may still be possible to offer a placement but the requesting LA would be required to fund an additional placement cost.

### **Exit criteria**

A child will be referred to the LA SEN panel if:

- It is considered that he/she has progressed and developed such that it is the view of the school that he/she may be able to access a differentiated mainstream curriculum
- Other changing needs of the child indicate that an alternative provision may be more appropriate, including more specialist 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 the school in the child's EHCP or asking the Tribunal to name the school, the school agrees to be bound by the decision of the Tribunal on any such appeal. Where the school, 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 school must admit the child to the school.

## **Related Policies**

Equality and Diversity Policy

SEND policy and Local Offer