



# Watermill School

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## Admissions Policy

Policy Information		
Policy Author: Jonathon May, Executive Headteacher Governing Board approval date/date policy is in effect from: Summer 2015		
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## Admissions Policy

### 1.0 Introduction and Rationale

Watermill School is a large community special school which caters for up to 230 pupils aged 3 – 16 years, who have special educational associated Cognition and Learning needs.

### 2.0 Criteria

All pupils at Watermill School have an Education Health and Care Plan (EHCP) or equivalent. The Local Authority identifies the pupils who require a placement at the school based on the outcome of their assessment of the pupils and their admissions policy. Occasionally Watermill will accept pupils on an assessment placement to support the EHCP process, this is done in collaboration with the Local Authority (LA).

### 3.0 Admission Procedure

Referrals for admission to Watermill School will arise from a pupil's EHCP or Annual Review recommendations agreed by the LA where Watermill School is named.

- Decisions regarding naming a school on an EHCP are a matter for the LA through its EHCP Assessment Panel.
- Admissions will be co-ordinated by the Education Officer (Special Educational Needs Assessment Service, SENMAS). Parents will have been consulted throughout the process of naming Watermill School on their child's EHCP.

(Parents have the right to appeal to the SEN tribunal if they disagree with the proposals made by the LA).

Once we have been consulted for a place, parents and prospective pupils can make an appointment to visit Watermill School to discuss the school and individual pupils SEN and curriculum needs. During this visit parents/families will be made welcome and made aware of the school website which includes a synopsis of all policies.

Watermill has a policy to admit pupils throughout the academic year if places are available for pupils. There may be circumstances where pupils join us during the academic year from a mainstream school, when this happens an induction programme will be arranged by the child's class teacher, to enable the pupil to make a smooth transition and to maintain links with the mainstream school.

On entrance to Watermill School pupil and families may attend an 'Admissions Review Meeting' which will discuss in detail all background history of the pupil.

#### 4.0 Pupil Induction

All Pupils are made very welcome at Watermill School and the following strategies are put into place to provide the pupil with a smooth transition.

The pupil's EHCP will be filed in the individual pupils record book; any sample work from previous school will be sent to class teacher and other confidential records put into the buff office file. Teachers familiarise themselves with the relevant information when expecting a new pupil.

- The Teacher will liaise with the feeder placement to arrange a personal transition plan. During the transition visits the pupil is met by the teacher and familiarised with the class and school.
- The new pupil is introduced to the school in an appropriate way (assembly, class).
- The new pupil is introduced to class 'mates'.
- A 'Buddy' system is initiated by the teacher with sufficient cueing for the buddy to fulfil the role.
- The security system is explained by a member of the class team.
- A homework diary / home-school book is provided (as appropriate). The school rules and class are explained by the class teacher.
- The role of the supervisor is explained and the new pupil introduced to the classes lunchtime supervisor.
- A class letter and termly letter is given to parents.
- Information given on who to talk to if worried or frightened is discussed with a member of the staff team.