



**Becton School**  
Together We Can

Admission  
Kenwood Centre

Policy

## **ADMISSIONS POLICY KENWOOD CENTRE**

The Kenwood Centre is part of the Becton School. It is special school centre catering for pupils with autism and mental health needs. The admission policy has been drawn up in order to ensure that young person with these needs are admitted to the school in a systematic, efficient manner.

### **Principles**

- The admissions authority for the school is the LA.
- The school would expect that all pupils referred to them for admission would have a diagnosis of autism and associated mental health issues. In addition to this the young person may also have other problems including:

1.. ADHD

2. OCD

3. Medical needs

4. Tourettes

Normally admissions to the school is via a statement of special educational needs in all but exceptional circumstances.

### **Assessment placements**

It is not always possible when pupils are struggling with mental health issues to determine their level of need. Where necessary the LA may request the school admit a pupil on an assessment placement in order for the young person's needs to be determined. If this is the case the school will produce a report prior to statement at the end of the first term in which the young person attends the school. This report will outline the outcome of the assessments undertaken as well as the school's view on the suitability of its provision.

### **Procedures**

Young people can be referred to the school from a variety of places but can only be admitted to the school following a decision made by the LA Provision Panel which studies all the documentation relating to a young person prior to determining the type of provision required.

Young people may be referred to the school through:

- The LEA
- CAMHS
- Ryegate
- Other schools
- Educational Psychologists

The school is currently funded for 23 pupils although this is calculated as an average over a financial year.

Where the school is requested to take a pupil, the school will enter into discussion with the LEA about the admission arrangements in the individual case.

No young person will be admitted to the school without the parents having visited. Parents will be encouraged to bring their young person with them on the visit. No young person will be admitted to the school until the young person has made a visit.

The visit will ensure that:

1. Parents are happy that the provision at the school meets their young person's needs.
2. The School has met the young person and the parents and feels that they are able on initial assessment to meet the young person's needs.

During the visit the parents will be provided with an up to date Prospectus, which outlines the range of provision available at the school.

Even where following a visit the school and parents are happy that the school can meet the needs of the young person no offer of a place will be made. It is for the LA Panel to discuss any assessments available in order to determine the provision necessary.

Where a young person is to be admitted to the school the LA will inform the school in writing of its decision. The LA will provide the school with any reports, assessments or documents relating to the young person. The school will not be expected to admit a young person without receiving any relevant paperwork outlining the young person's needs.

Following the notification of placement the Head Teacher or designated member of staff will contact parents to:

1. notify them that a place has been offered,
2. notify them of the type of placement e.g. (assessment, part time)
3. notify them of the admission date.

The School will also contact the LA to notify them of the admission date and to request that transport be provided from that date if the young person has special transport needs.

#### **Young person being admitted from other schools**

If there are concerns relating to an individual young person the existing school will be expected to consult the Educational Psychologist attached to the school as well as discuss their concerns with the young person's parents. Where it is felt that the Kenwood School might be an appropriate alternative provision it is hoped that the Head Teacher from the existing school would contact the Kenwood Centre so that a visit to see the young person in situ can be arranged.

Where a meeting is to be held to discuss the young person's needs and their placement, and it is felt that the Kenwood Centre may be an option the Kenwood Centre would expect to be involved in that meeting.

Where the school is concerned that they would be unable to meet a young person's needs or where they feel that the young person should be able to be educated within mainstream provision the school will notify the LA of these concerns.

The LA Provision Panel will make the final decision relating to the placement of the young person having studied the documentation and any relevant assessments available.

Following notification from the LA that place has been offered the Head Teacher will contact the parents of the young person notifying them of the decision and determining an admission date. The Head Teacher or designated member of staff will also notify the parents of the transition arrangement made for their young person.

The Head Teacher of the Kenwood Centre will liaise with the existing school to determine a phased transition for the young person. The transition will involve:

1. Visit the young person in their existing school if appropriate
2. Young person being brought to the Kenwood Centre for planned introductory visits.
3. LA and existing school to forward any documents and reports relating to the young person prior to admission.
4. Multi-disciplinary team to liaise with their counterparts in order to ensure that all information is available once the young person begins school.
5. Staff from the Kenwood Centre to visit parents at home in order to complete admission papers.

### **Conclusion**

This policy aims to outline the criteria used for admission to the Kenwood Centre. Although the LA is the admissions authority, the school is best placed to ensure that young person who can be educated within a mainstream setting have that opportunity. Where young person admitted to the school for assessment are felt able to be educated within mainstream the school will liaise with the LA to ensure that the young person has a phased, supported move from the Kenwood Centre to appropriate mainstream provision