

# **Admissions policy 2022 The Pines School**



Ratified by the Full Governing Body on:

Chair of Governors Signature:

## **Introduction**

The Pines School is an all age provision for young people with Autism. We are an ASC designated school and offer provision for 250 young people aged 4 – 16. We are a Foundation school and are part of the Birmingham Special Schools Cooperative Trust. As a heavily oversubscribed ASC provision, all of our pupils have an EHCP with a diagnosis of Autism as their primary need. Some pupils may have other individual identified needs and learning difficulties in addition to their primary need of Autism.

Referrals are made centrally by SENAR and will be made during the school year for any year group. Transition point referrals are made at specific times during the year in line with Local authority deadlines. Transition points are reception, year 2 and year 6.

Students seeking a place at The Pines will have an Education Health and Care Plan (EHCP) and have a formal diagnosis of Autism.

If a parent or carer feels that their child would need a Special School placement at the Pines, this should be discussed with the Special Educational Needs Co-ordinator (SENCo) at the child's current school or setting who will be able to give more information regarding suitability and application.

The Local Authority (LA) is the Admissions Authority for all Special Schools. Once a school has been named on the EHCP paperwork, the LA will contact the school and send over the EHCP and any accompanying paperwork for the student referred. Parents can request to visit the school or access additional information about the school on the website.

## **The Pines procedure for the admission of students**

The LA send paperwork (EHCP/Statement) for pupils referred from the placement panel

The Head Teacher (delegated by Governors) reads the paperwork and assesses the suitability of placement at the Pines, considering the primary need of the pupil and their compatibility with the effective education of the current cohort.

If the placement is likely to be suitable and further information is required we will arrange to visit the student in their current setting. A detailed reply slip (Governing Body response) is sent back to the LA to say whether the school is able to offer a place or not.

Once a decision is made as to whether the school feels it would be an appropriate placement and could meet the student's need, a response is sent back to the LA to say whether or not the school is able to offer a place.

Places are only offered if there is physical capacity within the appropriate age group, learning pathway and within commissioned numbers as agreed with the LA. Any

admissions need to ensure that they are compatible with the effective education of all.

If parents haven't previously visited the school, we would invite them in to school for a visit.

The formal offer of a place will come via the LA and once school are notified, we will contact parents and carers to complete relevant paperwork and plan for any transition work that may need to take place.

### **Waiting lists**

The Pines does not hold a waiting list and places are allocated by SENAR (the local authority) following consultation with the school. Places cannot be held pending referrals or information being shared.

Transport is allocated by Birmingham and not the school directly.

This policy will be reviewed bi-annually by the governing board.