



## Admission Arrangements (Mandatory)

Approved by Governing Board May 2020

Baytree School is a Community Special School in North Somerset Local Authority. Baytree is a day school for pupils with Severe and Profound and Multiple Learning Difficulties; in addition pupils may have additional needs e.g. physical or medical difficulties or autistic spectrum disorder.

Whilst North Somerset LA is the main admitting authority for Early Years pupils and those of statutory school age the school is open to admitting pupils from other Local Authorities and takes the decision to place a child following consultations with the Governing Body. At Baytree School, this consultation process is delegated to the Headteacher. As the host Local Authority, North Somerset funds the base cost of £10,000 per pupil under 16 years of age. However, the commissioning Local Authority will be responsible for the top-up value for the pupil. The value of the top-up funding, which is based on the provision the child will need in the school, forms part of the consultation with the Headteacher.

Whilst the Education Funding Authority is the funding agency for students' base element costs in post-16 provision, and students can join the post -16 provision without having attended the school, it is for the commissioning Local Authority to fund the top-up value of the placement.

The following criteria for admission apply:

- The pupil will have Severe or Profound and Multiple Learning Difficulties. A child with complex needs will generally have learning difficulties with a combination of associated difficulties related to communication and/or physical and sensory needs
- All pupils admitted will have an Education Health and Care Plan (EHCP) or be under assessment awaiting an EHCP.
- The school caters for pupils aged 3 to 19. Pupils can be admitted at any age providing there is space in the appropriate class and that the balance of the group can be maintained.
- The needs of the pupil will be considered alongside the needs of the whole school population.
- At times staff will need to develop new skills in order to meet the complex needs of an individual pupil; at these times we may negotiate an appropriate admission date in order for us to plan and prepare for the new pupil to have a smooth transition into school and then to settle in swiftly.
- Admission will depend upon the number of places available (the school is currently registered with the Department for Education to have 72 pupils on roll) and the top-up value funding that the commissioning Local Authority agrees to pay. Top-up funding values for North Somerset pupils are based on an agreed banding structure. The school is open to sharing this banding structure with other commissioning Local Authorities, but neither party is bound by this structure.

- Admission will depend upon the number of places available and the type of place required. A balanced intake is necessary to continue to provide high quality education for the children.

### **Admission Process**

- Parents/carers are welcome to contact the school to arrange for an informal visit whilst they are deciding which school is the best for their child. If this has not happened then the commissioning Local Authority will ask the school to arrange for the parents/carers to visit and tour the school, spending time with the Headteacher or Deputy Headteacher.
- Using the EHCP or draft EHCP, the commissioning Local Authority will formally consult with the school's Governing Body on both the placement and the top-up value. At Baytree School, this consultation process is delegated to the Headteacher who will keep the Governing Body informed of new admissions.
- We may contact previous educational establishments and professionals involved with each pupil and visit them in their current placement if practicable.
- Transition arrangements will be planned carefully to meet the needs of each child and family.
- Our School Health Lead will invite parents/ carers prior to admission to explain their child's medical and care needs and from this a Care Plan will be drawn up; in some cases this may be managed by specialist health professionals. This information will be shared with other staff in the school so that we can plan and prepare carefully for a child's successful transition into school.

### **Complex Needs**

Where the school is asked to admit a child who has complex needs the following procedure may be followed:-

- i The school will invite all involved agencies (including parents) to a Multi-Agency Pre-Admission Meeting.
- ii The aim of the meeting will be to generate an Action Plan that will identify to all agencies the child's needs, who is meeting the needs and whether or not the needs can be met.
- iii The Action Plan will be sent to the LA.
- iv For Health & Safety reasons the child will only be admitted when all identified needs can be met through the provision of appropriate resources.
- v Regular multi-agency reviews of this Action Plan – usually half-yearly but more frequently where identified - will take place.
- vi Where a change in condition/needs is identified Governors (normally Chair of Governors and Headteacher) will need to be assured that ALL NEEDS ARE MET IN ORDER THAT THE CHILD'S HEALTH & SAFETY IS NOT PUT AT RISK BY REMAINING AT SCHOOL.
- vii In the case of dispute the Governing Body is consulted.

**Summary**

The needs of the pupils and students already in the school are paramount.

**Policy Review**

Reviewed by Governing Board May 2020. Next Review due May 2021				
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