



## **ADMISSIONS POLICY**

An Admissions policy is required under Education Act 1986, ERA 1988 Section 22 - 29, 31 - 2 and Circulars 11/88, 6/93 and the DFEE Code of Practice. As a Special school maintained by the Hertfordshire County Council, the Governing Body will carry out the admissions policy published by the Hertfordshire County Council.

All pupils taken on roll will have been referred by the LEA as the school which is able to provide the type of education agreed in the Statement (1981 Education Act). In considering a pupil for admission, the following will be taken into account.

- vacancies within the school's planned places.
- a vacancy in a class where the child's needs can be met, appropriate to the age of the child
- the school's equal opportunity policy with reference to gender, race and creed.

### **PRELIMINARY VISITS TO THE SCHOOL.**

Visits by prospective parents are welcomed so that the school can explain the school's curriculum and how it is delivered. They are given details of the admissions criteria, arrangements for admission and a school brochure. Parents will be given an opportunity to look round the school and see the school in a working situation and view its resources. Parents are also made aware of the LEA's transport policy which may have significance if the child lives outside the catchment area designated by the LEA. This is an informal meeting with no obligation on either party to commit themselves to a decision as parents will need to consider if the school is appropriate for their child.

### **Request from Hertfordshire County Council for a placement at the school.**

A written request enclosing the statement (or draft if it has not been finalised) is sent to the school by the LEA when a more formal visit is arranged by the school for parents to visit the school. At this point, a more detailed explanation is offered as to how the school will best meet the needs of the prospective pupil. A sample of an individual learning programme may be offered. Parents and the prospective child will be informed of the class which can meet the needs and wherever possible, will visit the class and meet class staff and the departmental co-ordinator.

If the school roll is full, parents and the LEA will be advised and the name of the child placed on a waiting list if required. The LEA may wish to offer a placement at an alternative school.

### **ARRANGEMENTS FOR ADMISSION.**

Nearer the date of admission to Greenside School, arrangements will be made for parents to see the relevant class teacher and where possible, the Head of Department. Parents will be given a booklet giving information about the school which outlines procedures for paying dinner money etc., arrangements for swimming and other activities are outlined. A feeding questionnaire, emergency form and a questionnaire on ethnic origins are passed to parents for completion. They are also made aware of the school's Baseline procedures in which they will be involved preparatory to formulating the child's individual programme. Parents will be notified of transport

arrangements. Wherever possible and relevant, the designated class teacher will visit the school, nursery or opportunity class which the prospective pupil attends.