

Admissions Policy

Greenside School



Approved by: Governing Body

Date:

Last reviewed on: May 2019

Next review due by: May 2026 (unless changes)

Contents

1. Admissions Policy.....	2
2. Preliminary Visits to the School.....	2
3. Request from Hertfordshire County Council for a placement at the school	2
4. Arrangments for admission	3

1. 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.

Greenside School is a special school maintained by the Hertfordshire County Council. The Governing Body will follow the admissions policy published by the Hertfordshire County Council.

All pupils joining the school will have been referred by the Hertfordshire Local Authority. In considering a pupil for admission, the following will be taken into account.

- Vacancies within the school's planned places and capacity
- a vacancy in a class where the child's needs can be met, appropriate to the age of the child
- whether the child presents with level of ability appropriate for an SLD setting
- the school's equal opportunity policy with reference to gender, race and creed.

Greenside School accepts pupils from the age of two. Pupils can be admitted on a part-time basis until they reach compulsory school age. Students remain at the school until aged 19 usually leaving at the end of the summer term.

2. Preliminary Visits to the School

The admission process for pupils to attend this school is through an appointment system. Parents will look round and see the pupils and staff and view its resources. Parents will also be made aware of the LA's transport policy which may be significant if the child lives outside the catchment area designated by the LA. This is an informal meeting with no obligation on either party to commit themselves to a decision.

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

A written request enclosing the Education Health Care Plan (or draft if it has not been finalised) is sent to the school by the LA with a formal consultation. Parents and the prospective child will be informed whether the school can meet the needs and wherever possible, will visit the school and meet class staff.

4. Arrangements for Admission

Nearer the date of admission to Greenside School, arrangements will be made for parents to meet the relevant class teacher and school nurse. Parents will need to be given an standardised application pack giving information which outlines arrangements for PE, uniform, swimming, outings, how to login to our Assessment app and other curriculum activities. A data collection form which will need to be completed for information regarding the young person, priority contacts, medical and feeding information, photographic consent and a questionnaire on ethnic origins. Parents are also given information regarding uniform, the General Data Protection Regulations and the Data Protection Act 1998 together with consent forms and they are encouraged to visit the school website to seek further information. Parents will be advised on how to apply for transport to and from school.