

# Kingswode Hoe School



## Admissions Policy

This admissions policy has been drawn up by Essex County Council as the admissions authority, in conjunction with the school

Updated February 2022

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Name of school	Kingswode Hoe School (part of the SEAX Trust)
Designation	Moderate and complex learning difficulties
Number of places	153
Age range	5-16 years (Y1-Y11)

**Introduction**

To access a place at this school the child:

- Must be in receipt of an Education and Health Care Plan (EHCP)

- Have a primary need specified as moderate or complex learning difficulties
- Requires access to an appropriately differentiated, broad and balanced curriculum; and will exhibit one or more additional needs as a **subsidiary need at a mild or moderate level:**
- Autistic Spectrum Disorder/Asperger Syndrome
- Sensory and/or mild physical difficulties
- Social and emotional difficulties arising from their learning difficulties
- Medical needs
- Speech and language needs

### **Description of primary needs met by the school**

Pupils with moderate/complex difficulties will have attainment significantly below expected levels in the majority of areas in the curriculum, despite appropriate interventions. They have much greater difficulty than their peers do in acquiring basic literacy and numeracy skills and in understanding concepts. They may have associated speech and language delay, low self-esteem, low levels of concentration, under-developed skills, communication and interaction difficulties or moderate physical difficulties.

### **Priority admissions area**

It is recommended that children and young people referred to the school should live in the priority admissions area for the school and not that of other similar Essex special schools, unless there are exceptional circumstances agreed between the LA and the school.

### **Visits**

In cases where the school is a possible placement for a child, the family will be encouraged to visit. However, there can be no comment about suitability, nor an offer of a place, before the LA has made a recommendation about placement. If the parents/carers request a place at the school prior to any formal contact by the LA with the school, they should be referred to the Statutory Assessment office near to where the family lives. The school reserves the right to refuse visits to parents/carers if the family address is outside Essex or to defer visits if the year group is oversubscribed with no prospect of a place within the current academic year.

### **Referral**

It is assumed that the responsibility for admissions is devolved from the Governing Body or Trust to the Headteacher.

When a referral is received from the LA, the school will consider the request and respond in writing within the time limit set by the LA. If the school decides, after considering all evidence, it is not appropriate to offer a place, the LA must be given the reasons for that decision in writing. The reasons should be expressed in terms of the needs of the child and the efficient education of other children already at the school, so that the LA is aware of why the school considers that the child does not meet the published admissions criteria.

Similarly, where the school decides that it can meet the needs of the child and space is available, then it should also confirm that in writing. The school and the LA will confirm the banding and associated level of support required for a successful transition and ongoing educational placement for each new pupil at Kingswode Hoe School.

Applications for places for children who are not Essex residents should be made through the Local Authority to the Colchester area office. If the school receives a direct referral from another LA, they should notify the Colchester area office upon receipt, particularly if it is clear the referral has not also been sent directly to the LA.

Parents and carers will be strongly encouraged to visit the school prior to a decision regarding placement. Support can be provided through Parent Partnership.

## **Assessment**

When a referral is made, the LA will always attach the EHCP, the most recent Annual Review (except in the case of new EHCPs) and any appended reports about the child from the professionals involved, and the view of the LA on suitability. The Headteacher will review the referral papers and request any additional reports required to inform a recommendation. In some cases, a member of the school staff will visit the child in their current setting or contact the school SENCO/Senior Leadership Team for additional information relating to their pupil's consult.

Given the number of referrals for places at secondary transfer, an LA/school Admissions Panel will be necessary to assist the decision-making processes. However, the final decision about the appropriateness of the placement will be made by the LA.

## **Transition**

When placement has been agreed, staff from the school will contact the child's current placement to arrange a transition programme with exchange of information and reciprocal visits where practical and appropriate. For intake into Primary, KS3 or KS4, there will be a series of whole group transition visits during the last half of the summer term preceding admission. Parents/Carers will receive a tour with their child at a quiet part of the day prior to the whole group transition visits.

The school may decide that for effective transition in September, the first week will be a part-time gradually increasing timetabled program of events.

## **Pupils on roll**

A child will be referred to the LA via the Annual Review process if:

- It is considered that he or she has gained in independence and is able to access a differentiated mainstream curriculum.
- The changing needs of the child indicate that alternative provision may be more appropriate.
- The existing pupil is moving out of area and requires a new provision.

