

MAYFIELD SCHOOL



Admissions Policy

Issue No	Date Written	Author / Reviewed By	Date of Review	Approved by Governors
1	September 2014	Gillian Temple / SSHT		Autumn Term 2014
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Guidelines on the successful admission of a pupil to Mayfield School.

The Local Authority (LA) makes arrangements for the identification and assessment of children who have Special Educational Needs. Parents have an important role in this assessment process.

Children who are to be educated at Mayfield School must be directed to the school through the local authority. Pupils normally have severe or profound learning difficulties. In some cases the local authority may direct a child with another category of need but this is at the discretion of the local authority. In exceptional emergency cases, the LA may agree to an "assessment place". This is time-limited and requires the agreement of parents.

For further information or advice regarding admissions for a pupil with severe or profound learning difficulties please contact:

Dr Mark Toomey, Statementing and Provision Manager
Children's Services
Special Educational Needs and Disabilities Team
The Parkhouse Building
Kingmoor Business Park
CARLISLE
CA6 4SJ
Tel: 01900 706453 Email: mark.toomey@cumbria.gov.uk

Alternatively, Statementing Officers can be contacted via their Business Support Team Manager for the SEND Team on 01946 506211.

For general information or advice regarding school admissions please contact
School Admissions and Appeals
Lower East Wing
Parkhouse Building
Baron Way
Carlisle
CA6 4SJ

Telephone: 01228 221582 Email: school.admissions@cumbria.gov.uk

The school will accept all pupils directed towards them. However, exceptions may lie if contract measures within a risk assessment cannot be met due to:

- Space and capacity issues
- Resourcing
- Pragmatic school organisation
- Control measures lie outside school expertise

To ensure equality of access of a place at Mayfield the school and LA will hold regular panel meetings to identify pupils who have priority. Once statemented and assessed in terms of need, there is no differentiation with regard to ethnicity, religion, or gender.

Prior to Admission

1. All pupils come to Mayfield School with a full statement of Special Educational Need (SEN) / Educational Health Care Plan (EHCP) from the Local Authority. Only in exceptional circumstances will a pupil be admitted without one, on the discretion of the LA for a fixed period for assessment purposes only.
2. Decisions about placements will be considered by the Statementing Officer usually as part of the annual educational review process.
3. Several professionals including the Specialist Advisory Teacher Service, Educational Psychologist, Community Paediatricians and Learning Disabilities Team are all involved with the family and child as part of the statementing process and they also work closely with the school in gathering information.
4. Children may have a SEN / EHCP from the age of two and can be admitted into school from then. However, it is more often the case that a child would be admitted the term after their third birthday. It is usual for all the family, parents and the child to visit the school before admission.
5. Either the Headteacher or a member of the school's Senior Management Team will take the opportunity to meet with the pupil and parents. This can be either at school, home or at the child's transferring school.
6. After a place has been accepted at the school, the LA can arrange school transport. The school has no direct involvement in school transport but we can check the arrangements where required.
7. School transport is arranged by the Integrated Transport Team telephone 01228 226607 or 01228 226723.
8. An admission pack will be sent home to be completed and returned to the school before admission. This will include medical professionals signature for the Administration of Medication.

Transition to Mayfield School

1. September placements are preferable for school
2. A clear plan for transition to the school will be provided by the schools Inclusion Officer. Usually this is in the summer term.

Post Admission

1. All the staff work exceptionally hard to ensure that the placement is as successful as possible for all concerned, child, parents and staff.
2. All staff get to know the child as soon as possible.
3. All staff will be aware of the background, including multi-cultural needs of the child and address them appropriately.
4. The school encourages parents to regularly use the home/school diary, particularly where the child has poor speech and is unable to discuss their world and life.
5. Once the child has started school, he/she may be taken around school to be introduced to all staff and classes.
6. Baselining of the pupils' academic levels will take place the term after their admission.