



Heathfield School

POLICY OR DOCUMENT

ADMISSIONS

Part 1: Admissions Policy & Procedures

Policy By: Governing Body, Jo Rivers (Head of School),
Hazel Soffe (Head of School)

Date: January 2019

Signed:
Chair of Governors:

To be reviewed annually.

Admissions Policy

Our school caters for children with moderate learning difficulties. Each of our children either have an individual statement of special educational needs, an EHC plan or, in the case of the very young children, may be undergoing the process of assessment prior to being provided with the formal EHC plan.

Hampshire Local Authority is responsible for the maintenance of SEN Statements and EHC plans for all the children at Heathfield School.

ALL PUPILS WHO ENTER HEATHFIELD SCHOOL WILL BE DIRECTED BY THE SEN SERVICE.

<http://www3.hants.gov.uk/sen-home>.

Arrangements of Parents Visits

Parents and carers are very welcome to visit Heathfield to help decide if we are the right school for their child. In order to arrange an appointment please ring the office during school hours on 01329 845150

ADMISSION PROCEDURES

- On receiving a referral for admissions from the SEN Service, the senior leadership team will make a recommendation based on the supporting paperwork and advice from other professionals. The pastoral team will contact the parents once the placement has been confirmed to arrange transition visits and agree a transition programme.
- Paperwork for school transport will be completed by school.
- If there are a number of admissions pending in the Early Years Unit, it may be necessary to allow an interval between the starting dates of the children concerned, and to implement a "rolling admissions programme". This is to ensure a smooth settling in period for all new entrants.
- Children will be provided with a small booklet about the school and parents will be given an admission pack.
- There is a school uniform that can be purchased on transition days.