

Admissions Policy



Serenity School

Approved by:	Governing Body	Date: 22.07.2024
Last reviewed on:	01.09.2023	
Next review due by:	01.09.2025	

Introduction

Serenity School provides a supportive environment for boys and girls aged 5 to 18 with a wide range of Special Education Needs and Disabilities. Most of our pupils have Autistic Spectrum Condition (ASC), Speech, Language and Communication difficulties (SLC), Mild Learning Difficulties (MLD), Severe Learning Difficulties (SLD) and other associated conditions. Our goal is to offer high-quality education tailored to each pupil's needs, fostering independence and self-worth.

Eligibility Criteria

- Pupils must have a draft or completed Educational Health Care Plan (EHCP).

Referral Process

- **Initial Referral:** Local authorities initiate the referral process, by sending a consultation package to the school. This will include an EHCP and where available accompanying documents such as assessment reports.
- **EHCP Review:** The school will review each pupil's EHCP as part of the referral process to determine if we can meet their specific needs. The school will also use this information to place the pupil into an appropriate pathway. *Should there not be an available space at this stage the school, will place the pupil on the school waitlist.*
- **Document Request:** The SENDCO requests relevant documents from the borough, including, Educational Psychology reports, annual reviews, PEPs, LAC reviews, safeguarding concerns, therapeutic reports, panel reports, and other professional reports.
- **Contact with Previous School:** The SENDCO contacts the previous school to complete key information forms and assess academic and social needs.
- **Trial/Visit:** If a suitable place is available, the child and their parents/carers are invited to a school visit. After receiving information, a trial visit is arranged to discuss and assess the suitability of the placement and complete the strengths and weaknesses questionnaire.
- **Decision:** Admission decisions are based on whether we can meet the child's needs and if there is a suitable place available. The school will share an offer letter with the local authority, giving them fifteen-days to respond to the school offer.

Assessment of New Students

1. **Initial Request:** The SENDCO requests relevant documents from the borough, including, Educational Psychology reports, annual reviews, PEPs, LAC reviews, safeguarding concerns, therapeutic reports, panel reports, and other professional reports.
2. **Contact with Previous School:** The SENDCO contacts the previous school to complete key information forms and assess academic and social needs.

3. **Trial/Visit:** After receiving information, a trial visit is arranged to discuss and assess the suitability of the placement and complete the Strengths and Difficulties questionnaire.
4. **MDT/SLT Meeting:** The Multi-Disciplinary Team (MDT)/ Senior Leadership Team (SLT) meet to discuss the student. Plans are created, including a bespoke curriculum, behaviour support plan, positive handling plan, numeracy and literacy support plan, provision map, therapy support plan, safeguarding support plan, health and safety plan, and a student passport.

Transition Period

1. **Initial Transition:** All new pupils undergo a 6-week transition period. During this time the school will assess the pupil, and review the suitability of the placement.
2. **Extended Transition:** This period can be extended for an additional 6 weeks if needed, to be certain the placement is in the best interest of the child.
3. **Purpose:** The transition period helps us ensure the placement is suitable for the child's needs and allows for any necessary adjustments to be made.
4. **Assessments:** During the first fortnight of the transition, various assessments are conducted, and students are expected to meet attendance and behaviour expectations.
5. **6-Week Review:** This review allows us to assess the initial suitability of the placement and make any necessary adjustments or provide additional support.
6. **12-Week Review:** A final decision on the suitability of the placement is made after the pupil has completed a full term. This ensures that both the school and the pupil have had sufficient time to adapt and evaluate the effectiveness of the placement.

Admission Timing

- **Annual Admissions:** Most admissions occur in September.
- **In-Year Admissions:** Available based on local authority advice, individual circumstances and availability of suitable space.

Continuous Review and Monitoring

- We regularly review and monitor each pupil's progress and support needs, making necessary adjustments to their education plan.

Contact Information

For more information on our admissions process, please refer to the Local Authority's Criteria for pupils with SEND or contact our school admissions office.