

Marjory Kinnon School

Admissions Policy

November 2021



Marjory Kinnon School – Admissions Policy

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1. Introduction

Marjory Kinnon School is an all age special school for pupils aged 4-16 years.

2. Designated Capacity

The current designated capacity of the school is 288 pupils. MLD Classes are either arranged in mixed ability groupings (10-12 pupils depending on age-group) or higher needs-based classes (between 6 and 8 pupils depending on age-group). Class groupings will generally have mixed year groups; this is known as vertical groupings. EYFS classes have a maximum of 8 pupils and there are a total of 3 Reception classes that take a mix of MLD and ASC pupils. Pupils receive SLT and OT that is commissioned by the Local Authority according to provision in their Education, Health & Care Plan (EHCP).

3. Admissions Criteria

The admission procedures for special schools do not conform to the same enrolment and admission procedures applicable to mainstream schools.

- Children will have an Education, Health & Care Plan.
- Children will be aged between 5-16 years with an ability which broadly falls within the MLD range.
- The school caters for pupils with communication and language difficulties, specific learning difficulties and ASC barriers to learning. These pupils will fall into the MLD cognitive range.
- Children will be able to access a differentiated and adapted National curriculum.
- Education Psychology assessments place the child within the MLD cognitive range.
- Some children may have global development delay as a secondary need.
- The provision is not suitable for children who have been identified with PMLD or severe learning difficulties.
- Provision is not suitable for children who have had social, emotional and mental health identified as a primary need or have high levels of emotional or behavioural difficulties that put the vulnerable pupils at risk.
- Hounslow Local Authority will consult with the school before securing individual placements and will consider the school's comments before deciding whether to name the school on an Education, Health & Care Plan.

Local Authorities have a responsibility to request a placement for a pupil in a special school. The procedures they are required to follow are detailed in the SEND Code of Practice. All placements at Marjory Kinnon are offered according to the criteria set out in the school and the London Borough of Hounslow's Local Offer (details on the Marjory Kinnon School website).

Pupils can be admitted into Marjory Kinnon at any time of the academic year. However, most admissions are in September.

Pupils can only be admitted into Marjory Kinnon if an appropriate vacancy occurs. The number of vacancies varies from year-to-year depending upon how many pupils leave the school. New pupils can be admitted into any of the year groups, currently Reception to Year 11, providing that appropriate capacity is available.

The Children and Families Act 2014, from September 2014, places a duty on schools to make arrangements for children with medical conditions. Pupils with medical needs have the same right of admission to school as other children and cannot be refused admission or excluded from school on medical grounds alone. The school works with parents and health care professions to ensure the needs of pupils are met. Pupils with more severe medical conditions will have an Individual Health Care Plan (IHCP) or Care Plan linked to their EHCP. The IHCP is written by a Health Care Professional and details the arrangements required to meet the medical needs of the child.

The Governing Body has delegated the responsibility for admissions to Marjory Kinnon School to the Headteacher with the following recommendations regarding placement:

- It must be appropriate to the pupil's age, ability and Special Educational Need (as set out in paragraph 2 above).
- The pupil's presenting Special Need must be Moderate Learning Difficulties (including Autistic Spectrum Disorders that fall within the MLD range).
- It must be compatible with the interests of other young people already in the school.
- It must be an efficient use of available resources.
- There needs to be an available space in an age appropriate class.

4. Admissions Process

The LA sends a copy of the proposed EHCP to Marjory Kinnon School Pupil Admissions Officer with supporting advice.

- The Headteacher makes a preliminary decision on the basis of the information and paperwork received from the LA and in light of the Governing Body recommendation as previously stated.
- If the Headteacher considers the paperwork to be in line with the school's admissions criteria, then the Headteacher or Senior leader will contact the existing provision to observe the child in situ or invite the pupil into Marjory Kinnon School on a short assessment place (2 or 3 days).
- Following the observation, the school will inform the LBH SEN Case Officer. The LBH SEN Case Officer will be asked to contact the parents/carers so they can come and visit the school.
- An appropriate member of staff will meet both pupil and parents/carers, show them around the school and answer any questions.
- The Pupil Admissions Officer informs the LA of the school's decision regarding the admission of this pupil and the reasons which led to it.
- The SEN Panel will make the final decision with regard to placement.
- Placements are not made by the Local Authority without the application and assessment process taking place.
- The LA may direct a placement in contradiction to the Headteacher's decision. In this situation the Headteacher may consult with the Governing Body, who will make a decision on whether or not to appeal to the LA. When a child is given a place at Marjory Kinnon the LA will inform the child's family.
- If an offer is made and parents accept the offer, school staff will negotiate a start date with parents and will inform LBH SEN.
- Any query or complaint regarding admissions and decisions relating to admissions should be addressed to the relevant LBH SEN Case Officer.

Allocation of places if the school is over numbers

In the event that the number of places whose needs could be met exceeds the number of places available, then the following criteria will be applied in order to ensure efficient use of the school's resources and to safeguard the delivery of education to other students.

- Priority for those parents who have expressed a preference for Marjory Kinnon and visited the school.

If a place cannot be offered

This could be because:

- The school is oversubscribed.
- The pupil is not suitably placed in a moderate learning difficulties setting.
- The pupil may have extremely challenging behaviour that presents as a serious risk to the health and safety of the other pupils.

If any of the above apply the pupil will be referred back to the SEN Panel for further discussion.

5. Children Missing From Education (CME)

Children missing from education are children of compulsory school age who are not registered pupils at a school and are not receiving suitable education otherwise than at a school. Children missing from education are at significant risk of underachieving, being victims of harm, exploitation or radicalisation, and becoming NEET (not in education, employment or training) later in life.

Statutory duties and responsibilities are required of: the school, the Local Authority and parents/carers, as determined by the Education Act and the 2016 DfE Children Missing in Education guidance.

Local Authority

The LA should have robust policies and procedures in place to enable them to meet their duty in relation to these children, including ensuring that there are effective tracking and enquiry systems in place, and appointing a named person to whom schools and other agencies can make referrals about children who are missing education. At the London Borough of Hounslow the named person responsible is: Sandra Weir (Telephone: 020 8583 2768, Email: cme@hounslow.gov.uk).

Parents' Responsibilities

Parents have a duty to ensure that their children of compulsory school age are receiving suitable full-time education. Some parents may elect to educate their children at home but there are conditions that must be met and additional requirements for children with EHC plans.

Please refer to the Children missing from education guidance:

<https://www.gov.uk/government/publications/children-missing-education>

School Responsibilities

The school must enter pupils on the admission register from the date that the school has accepted the child will attend the school. If a pupil fails to attend on the agreed date, the school should undertake reasonable enquiries to establish the child's whereabouts and consider notifying the local authority at the earliest opportunity.

Schools must monitor pupils' attendance through their daily register in line with their Attendance Policy. Schools should monitor attendance closely and address poor or irregular attendance. It is important that pupils' poor attendance is referred to the Local Authority.

Where a pupil has not returned to school for ten days after an authorised absence or is absent from school without authorisation for twenty consecutive school days, the pupil can be removed from the admission register. Prior to removing a child from the register both the Local Authority and school will make attempts to establish the child's whereabouts and reason for absence.

6. References

SEND Code of Practice:

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

School Admissions Code:

<https://www.gov.uk/government/publications/school-admissions-code--2>

Children and Families Act 2014:

<http://www.legislation.gov.uk/ukpga/2014/6/contents/enacted>

Keeping Children Safe in Education:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Children Missing from Education Sept 2016 Guidance:

<https://www.gov.uk/government/publications/children-missing-education>

Exclusion from maintained schools, academies and pupil referral units in England:

<https://www.gov.uk/government/publications/school-exclusion>