



Policy Document Title:	Admissions Policy
To be read in conjunction with:	Health and Safety Policy Working with Parents and Carers policy
Reviewed:	10/21
To be reviewed:	10/22

*\*This policy is available on the school intranet and website [www.stvin.com](http://www.stvin.com)*

## **School Aim**

St Vincent's is a non-maintained special school administered by the Catholic Blind Institute. It is officially approved by the Department for Children, Schools and Families (DCSF) as a specialist centre of excellence in the North of England for the education of sensory impaired children with additional needs. We offer day, extended day and residential provision for pupils aged 4 -19.

St Vincent's is a Roman Catholic school which embraces all faiths. Provision is made for those of non-Christian beliefs to practice their faith in an appropriate manner.

Application for admission to the school is made to the Principal by the placing Local Authority (LA). This normally follows, or is part of, the Education, Health and Care Plan (EHCP) Procedure. LA's are responsible for the fees.

All pupils have an EHCP, and are registered severely visually impaired or visually impaired. The EHCP will identify a visual impairment as the primary requirement for special education, but pupils may have, in addition, other needs.

## **Day Pupils**

Pupils' may attend the school on a daily basis. Transport costs and arrangements to and from school are generally made and are paid for by the placing LA.

## **Residential Pupils**

Residential accommodation is provided on a part time or weekly basis (Monday-Friday), term time only. A facility is also available for pupils to benefit from an 'extended day' arrangement.

## **Assessment and Placement**

- Initial contact to the school can be made by parents, LA or an interested party on behalf of the child. All enquiries are directed to the Family and learning support coordinator (FLSC).
- A copy of the child's EHCP and relevant reports will be requested and disseminated.
- If appropriate a visit to the school will be arranged.
- If the approach has not been made by the LA, the school will routinely inform the host authority.
- If necessary a visit by St. Vincent's staff, is made to see the child in their current educational setting.
- Through assessment of the child's needs within St Vincent's school environment.
- The assessment report will be sent to LA and parent/carers, detailing if St Vincent's is considered an appropriate educational setting for the child.
- If LA and parent/carer agree to placement, the EHCP will be amended to reflect that St Vincent's would be the named school.
- A transition plan will be developed, if appropriate, to support the child's placement.
- A pupil may be admitted at any date within the school year providing appropriate financial arrangements have been finalised.

## **Admission**

Information is sent out to parent/carer and child. This may include:

- Residential Pupil Guide (available on school website)
- Home-School Agreement.
- Uniform list
- Check list for clothes and toiletries (if resident).
- Pupil Medication Consent Form (Prescribed and Home Remedy)
- Information sheet for emergencies – parental and GP contact details.
- Consent forms

Open communications with the family/carer are maintained through regular contact links with the FLSC and residential care staff.