



Admissions Policy and Protocols

College Park School

Reviewed by PPP Committee: Jan 2019

Next Review: Jan 2021

1. Introduction

College Park School is part of the Federation of Westminster Special Schools. It is an all-age (4 - 19) community special school for pupils with autism and complex learning needs within the moderate to severe range. This is defined as pupils with autism who also present with:

- an uneven developmental profile where autism contributes to preventing the child from achieving their academic potential;
- complex learning difficulties and typically functioning at or just below the 1st centile;
- sensory processing difficulties that may cause high anxiety levels;
- expressive and receptive language delay
- significant difficulties understanding social communication and in expressing needs, opinions and wishes in a social setting;
- high levels of anxiety expressed through passivity, challenging, obsessive or repetitive behaviour.

Further details on entry criteria are available in the school's SEN Information Report.

2. Designated capacity

The current agreed roll of the school is 105 pupils. Pupils are placed into classes according to their chronological age or, in certain circumstances, appropriate to their cognitive and developmental level. Classes currently range in size from 6 to 10 pupils. Staffing and resources are allocated to individual classes according to the severity and complexity of the learning and behavioural needs evident within the class group.

3. Admissions criteria

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

Westminster Local Authority (LA), or the pupil's home authority where this is not Westminster, acts as the Admissions Authority to the school, in consultation with the school's Governing Board. The pupil's home authority has the responsibility to request a placement for a pupil, according to procedures detailed in the SEND Code of Practice (Department for Education, 2015). All placements at the school are offered according to the criteria set out in the school's SEN Information Report and in Westminster's Local Offer.

The following statutory guidance should be noted in consideration of admissions practice at College Park School:

- Pupils admitted to College Park will have an Education Health and Care Plan (EHCP). College Park School will be named in the EHCP, ideally with the support of the parents / carers and the LA where the young person lives.
- Pupils admitted to College Park will have a formal diagnosis of autism or autistic spectrum disorder (ASD).
- Pupils will only be admitted into College Park when a vacancy occurs, unless exceptional circumstances apply. The number of vacancies will be dependent on the number of pupils leaving the school. New pupils can be admitted into any of the class groups, providing that capacity is available in the appropriate class / year group.
- Pupils can be admitted into College Park at any time of the academic year. However, most admissions will take place in September.

The Governing Board has currently delegated responsibility for responding to the referral from the pupil's home authority to the Executive Headteacher. The Executive Headteacher has delegated this responsibility to the Head of School, with the following recommendations:

- The placement is appropriate to the pupil's age, ability and special educational need.
- It is compatible with the efficient education of other pupils in the school.
- It is an efficient use of available resources.

4. Admission process

The formal admissions procedure will adhere to agreed protocols and guidelines as follows:

- The Bi-borough's SEN Casework and Commissioning Team, on behalf of Westminster LA, will consult with College Park and, as part of the consultation, send a copy of the proposed EHCP to College Park, together with supporting advice. Where the pupil's home LA is not Westminster, that LA will refer the consultation to the Bi-borough's SEN Casework and Commissioning Team and the school.
- The Head of School will consider the referral on the basis of the information received from the LA and in light of the Governing Board recommendation, as detailed above.
- The Head of School or other member of the school's senior leadership team will contact the existing provision to observe the child or young person in their current setting, wherever possible.
- The Head of School will respond to the Bi-borough's Casework and Commissioning Team regarding the proposed placement of the pupil and give the reasons for their response.
- The final decision as to whether to name the school is the responsibility of the pupil's home authority.
- When a placement at College Park is agreed, the home authority will inform the pupil's family. The school will then contact the family to arrange a formal visit and to discuss transition arrangements.
- In the event that the Head of School concludes that the proposed placement is inappropriate, the pupil's home authority may wish to challenge the Head of School's decision. In this situation:
 - The Head of School will consult with the Federation's Executive Headteacher, who will decide whether or not to seek further advice.
 - The Executive Headteacher may decide that admission will only be offered on a fixed-term assessment placement. This will be followed by a multi-agency review meeting to consider the suitability of the placement.

5. 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:

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