

## Admissions

Admission to the school is arranged by the Local Authority after consultation has taken place between the parents, the school, and other appropriate professionals. The wishes of parents are one of the most important factors in the whole process of the admission of pupils to Cliffdale Primary Academy. Parents are welcome to visit informally prior to this, and are encouraged to do so before accepting the statement of educational needs. All applications for admission are considered by the Portsmouth SEN Admissions Panel or the Portsmouth Early Years Panel for nursery aged pupils.

### School age Pupils 4-11yrs

Cliffdale Primary Academy receives requests for pupil places from the Special Education Needs department of Portsmouth LA. The pupils concerned have an Education Health and Care Plan. The requests will include pupils residing in Portsmouth LA and pupils who live in other authorities who have requested SEN provision in Portsmouth.

The school has an admissions panel which meets as required. The criteria for admission are as follows:

- Can the educational needs of the pupil as outlined in the statement be met?
- Is the school currently resourced to meet the educational and non educational needs of the pupil as outlined on the statement? If not the school will enter into dialogue with the LA to establish a time scale for the resources to be provided
- Is there a vacancy in the class groups appropriate for the pupil's chronological age and developmental stage?

Following the recommendations from the panel a response is made to the LA. If the place is agreed in principle by the LA panel, a letter is sent out from the LA to parents/carers inviting them to visit the school unless they have already visited. All parents/carers are welcomed and given an overview of the whole school and then taken to see the appropriate parts of the school, for their child's requirements.

Parents/carers may be accompanied by a friend, relative or advocate, a professional who has been supporting them or a member of staff from the current school.

### Early Years Pupils age 2-4yrs

Cliffdale Primary Academy receives requests for pupil places from the Special Education Needs department of Portsmouth LA. The pupils concerned may have an Education Health and Care Plan (EHCP). Some pupils will be put forward for an assessment place and

therefore not have an EHCP. The requests will include pupils residing in Portsmouth LA and pupils who live in other authorities who have requested SEN provision in Portsmouth.

The school has an admissions panel which meets as required. The criteria for admission are as follows:

- Can the educational needs of the pupil as outlined in the EHCP or supporting documentation be met?
- Is the school currently resourced to meet the educational and non educational needs of the pupil as outlined on the EHCP/paperwork? If not the school will enter into dialogue with the LA to establish a time scale for the resources to be provided
- Is there a vacancy in the class groups appropriate for the pupil's chronological age and developmental stage?

Following the recommendations from the panel a response is made to the LA. If the place is agreed in principle by the LA panel, a letter is sent out from the LA to parents/carers inviting them to visit the school unless they have already visited. All parents/carers are welcomed and given an overview of the whole school and then taken to see the appropriate parts of the school, for their child's requirements.

Parents/carers may be accompanied by a friend, relative or advocate, a professional who has been supporting them or a member of staff from the current school.

## **Transition**

Before starting at school arrangements are made for the pupil to visit and if they are attending another school, communication links are established. A member of staff will visit the pupil at home and/or at their current placement or school and integration arrangements will be made to suit both the schools, the family and the pupil. Finally, the school will initiate transport arrangements for those who qualify, when a start date has been agreed.

## **Transport**

Transport is arranged for those pupils meeting the criteria, by the local authority for pupils to and from their homes. Where necessary passenger assistants are provided to support pupils as well as any special seating. The LA's transport section keeps parents informed of travel arrangements. Health and safety issues are given high priority and are closely monitored by the Transport section. It is the responsibility of parents to see their child safely to the vehicle in the morning and to be at home to receive them in the afternoon.