

# Shepherds Down School

## Admissions Policy for Academic Year 2025-6



Shepherds Down School is a maintained community Special Primary School, for which Hampshire County Council is the admitting authority.

The current APN for the school is 190, split over all year groups in the primary phase.

Shepherds Down School welcomes all new children and their families. They wish to ensure that:-

- Parents/carers are happy with the choice of placement and induction process
- The children's introduction to school is positive
- The school feels confident in its capacity to meet the child's needs.

### **Pupils will be admitted:**

- a) If they have an Education & Healthcare Plan or in exceptional circumstances a Statutory Assessment is under way and the pupil has been referred to the school by the Local Authority.
- b) The school is able to meet the child's needs academically, socially and medically.
- c) If their special educational needs falls within the following spectrums:-
  - Cognitive difficulties that may be moderate, severe or profound
  - Social communication and interaction difficulties that impact on their ability to access a curriculum
  - Complex medical needs provided the safety of the child can be ensured.

The school does not cater for children whose intelligence lies within the average range and whose primary need is their emotional and behavioural difficulties.

- d) with due regard to our legal responsibilities, the SEN Code of Practice, GDPR, data protection and the constraints set out by the Local Authority (e.g. Admissions Criteria and County Transport Policy).
- e) after due consideration of the referral papers by the head teacher, deputy head and, where appropriate, teaching staff and governors and if there are places available within the agreed place number or physical capacity set by the Local Authority.

### **The admission process will:**

- be clearly outlined to prospective parents / carers which may include making opportunities for parents / carers to visit to help them make an informed decision both informally and formally
- be handled as sensitively as possible taking into account both the needs of the pupil and their family
- begin to establish the partnership with parents / carers and clarify expectations

- facilitate the exchange of information and ideas between home and school through home visits and induction meetings
- enable parents / carers to become confident partners in their child's education
- be sensitive to the needs of other pupils in the class and the resources available
- include close liaison with feeder schools, nurseries and playgroups where appropriate
- Include liaison with the external agencies involved with the pupil as appropriate (e.g. SALT, EP, Social Care, OT) and Outreach where involved.

# ADMISSIONS PROCEDURES

## Prior to placement being confirmed

### **Stage 1:**

Parents / carers are encouraged to make an informal visit to the school. This may often be suggested by the Educational Psychologist, Nursery provider or the current school. It is intended to provide the parents/carers with the necessary information required to make an informed choice regarding their child's placement.

- EP, Nursery Provider, Parent Partnership or word of mouth suggest Shepherds Down might be one of the schools to look at.
- Parents / carers may visit the school without their child at this stage. They may be accompanied by a key professional or a friend.
- Parents / carers may wish to indicate to the EP and current school staff their views of Shepherds Down as a suitable placement. The Local Authority needs to be informed also usually through the Annual Review process.
- Pupil papers are sent to the education department from the child's current placement for a decision / view on a referral to Shepherds Down.
- After consideration of the papers in consultation with appropriate staff Shepherds Down agree the place is appropriate and confirm place to the Local Authority

**Or**

Notify pupil services that they feel unable to meet the pupil's needs with clear reasons for this action

**Or**

Say yes "in principle" but state that a place is currently unavailable at that time.

## Following Confirmation of Placement

### **Stage 2**

- Shepherds Down and the child's current nursery / school setting will establish a liaison programme. The purpose is to share appropriate information about the child and work towards a smooth transition. It will be needs led and on an individual basis.
- For new children beyond reception year, there will be opportunities to facilitate a visit to the school for the child if appropriate. This may be with school staff / parents / carer.
- During the summer term, an induction morning for new parents will be organised. This will include inputs from other involved professionals e.g. School Nurse, Speech & Language Therapists, Occupational Therapists, School Transport etc.
- Transport arrangements to be confirmed with parents and applications made to LA.
- Year R children will follow an Induction programme during the first half term. This will be planned in conjunction with parents/carers and be determined by the needs of the individual

child. The child will initially attend on a part-time basis working towards full-time attendance usually by the end of the first half-term.

- In the weeks leading up to Reception children starting school, Reception class staff will carry out Home Visits in conjunction with parents/carers wishes. This will facilitate the completion of admission papers, medical plans and other issues for the individual child.
- Children above year R will generally start school full time from entry.

## **Once the Child has Started School**

### **Stage 3**

- Opportunities for close liaison between home and school will be maintained via the Home/School Book. On some occasions, Home Visits may be appropriate.
- Liaison between home/school may also be via telephone or by making a time to meet with school staff and parents/carers in school.
- Each term there will be a Parents Evening to enable parents/carers and teachers to meet and discuss the child's progress.
- An Annual Review is held within 12 months of the Education & Healthcare Plan being issued and thereafter annually.
- Parents mornings are held at least half termly during term time.

Review date :- 30<sup>th</sup> April 2026

**To be reviewed annually.**