



# Keelman's Way School

## Admissions Policy

### Introduction

Keelman's Way School has Trust School Status. We provide a day service for pupils and students with severe or profound learning difficulties and related needs aged 2 to 19 years.

In addition to their delayed cognitive development most pupils and students also have additional needs related to:

- Language and communication
- Physical needs and mobility
- Sensory impairments
- Medical or nursing needs
- Social, emotional and personal care needs

All pupils and students follow an appropriate curriculum that meets their individual needs depending upon age. Learning experiences and objectives are then differentiated to meet individual needs in age appropriate settings.

### Admissions Process

#### • Criteria for Admission

Keelman's Way School provides a day education provision for pupils and students who have severely or profoundly delayed cognitive development and related skills and abilities.

Pupils and students may also present with a wide range of additional language, communication, physical, mobility, medical, sensory or personal needs. These circumstances limit the understanding of pupils in social interaction and their understanding of the world around them.

All pupils or students will have an Education Health Care Plan which identifies their needs, an appropriate school placement and related information. It will also identify the pupils' funding band prior to admission.

Out of Borough Placements will be considered but only when fully resourced and there is capacity to do so.

#### • Admissions Procedures

Educational and related special needs will have been identified through preschool assessment or through the Special Educational Needs Co-ordinator (SENCO) in a mainstream school

The assessment process will have resulted in the drafting of a Education Health Care Plan

If Keelman’s Way School is named as the appropriate school Special Educational Needs the Local Authority will request a place on behalf of the individual.

The majority of admissions take place at the start of the school year (September) but, because of unavoidable circumstances, some pupils also join the school roll at other times.

Admission is subject to the capacity of school being able to meet the needs of pupils alongside their peer group  
Capacity of specialised staff to meet the needs

- **Parent and Carer Preferences**

Parents and Carers play a crucial role in the process of assessing and defining the Education Health Care Plan working with a wide range of professionals from a variety of services.

- **Before Admission**

Prior to any pupil or student being admitted into the school meetings will have taken place with the group of people associated with the child. This could include physiotherapists, speech and language therapists, medical staff to name but a few. Together they will share important information which will help to make sure that their placement is appropriate.

Staff will visit the pupil in their current setting before final admission

- **After Admission**

After the pupil or student has started in the school regular reviews will take place. These reviews are statutory and they allow the staff working with the pupil or student to review the child’s placement in the school. It also gives parents and carers the opportunity to request changes in their child’s Education Health Care Plan.

**Date.....Head Teacher**

**Date.....Chair of Governors**

**To be reviewed:** Spring 2025