



The
Westminster
School



Admissions Policy 2016/2017

Approved by Governing Body on: 29/09/2016

Signed by Chair of Governors:

Ken Ols

Head Teacher:

C Hill BEd NPQH

Lead Personnel:

J Turner

Date of Review:

29/09/2017

TWS Profile

The Westminster School caters for pupils with Moderate Learning Difficulties, plus Additional Needs for pupils aged 7-19 years.

We offer our pupils a broad and balanced curriculum, whilst aiming to meet their individual special educational needs. The School is committed to equal opportunities, and all pupils are expected to leave School with accredited qualifications. Preparation for life takes on a more prominent role as pupils progress through the School. At all times they are expected to work and behave responsibly, showing respect and consideration for others.

Principles

- The Admissions Authority for the School is the LA.
- The school would expect that all pupils referred to them for admission would have a moderate learning difficulty. In addition to this learning difficulty the child may also have other problems including, but not exclusive to:
 1. Sensory impairment
 2. Physical difficulties
 3. Social, emotional and mental health difficulties
 4. Autistic Spectrum Disorder
 5. Medical needs
 6. Speech, language and communication difficulties

Normally admission to the School is via a Statement of Special Educational Needs in all but exceptional circumstances. All pupils considered for admission to the School will have an Education, Health and Care Plan or a Statement of Special Educational Needs.

Assessment Placements

In exceptional circumstances it may be difficult to determine the child's level of need. Where necessary the LA may request the School admit a pupil on an assessment placement in order for the child's needs to be determined. As part of the assessment process the School will work with inclusion support and external agencies to produce a report detailing individual needs of the child. This report will outline the outcome of the assessments undertaken as well as the school's view on the suitability of its provision.

Procedures

Children are referred to the School in consultation with the LA. The views and opinions of those agencies and professionals who know the child will be sought during this consultation.

Any independent approach to the School will be referred to Sandwell SEN team.

The Westminster School Published Admission Number (PAN) is 160. The Local Authority and Governing Body must take into consideration the PAN when allocating and accepting places to ensure resources are deployed appropriately.

Children Transferring from Other Schools

If there are concerns relating to an individual child the existing school will be expected to consult the Educational Psychologist attached to the school as well as discuss their concerns with the child's parents. This discussion should be part of the child's annual review meeting.

- The LA will consider any recommendations involving a change in provision made by the School if they deem it a suitable placement.
- Parents will be invited to visit the School with their child if the LA feel it may be a suitable provision. The caseworker with SEN will arrange this visit in conjunction with the SENCO.
- Where the School is concerned that they would be unable to meet a child's needs or where they feel that the child should be able to be educated within mainstream provision the School will notify the LA of these concerns.
- The LA in liaison with the School will make the final decision relating to the placement of the child.
- The LA will write to the parents of the child notifying them of the decision.
- The SENCO will then notify the parents of the transition arrangements made for their child if a place is offered.
- The SEN team will amend and finalise the Statement of Special Educational Needs or Education, Health and Care Plan.
- The SENCO will liaise with the existing school to determine a phased transition for the child. The transition may involve:
 1. The SENCO visiting the child in their existing school.
 2. Providing the child with the opportunity to participate in a series of transition visits.
 3. LA and existing school to forward any documents and reports relating to the child prior to admission.
 4. The Family Support Worker will visit the parents at home in order to complete admission papers and complete the pupil profile.