



**Admissions Protocol**

**For**

**CLOUGHWOOD ACADEMY**

Version / Date		Author	Committee	Review Frequency	Approval	Review Date
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## Admissions Protocol

### **Foreword:**

Selecting a school can be a daunting process and we realise how important it is to feel that your child is in a school which is able to meet their needs and to know that your child is receiving the best possible opportunities to be successful and fulfilled. The following document has been designed to offer all stakeholders a sound understanding of the process we follow when we receive a consultation for admission to Cloughwood Academy.

As an academy trust our Trustees and Governors assume responsibility as The Admission Authority, they determine the criteria that will be applied if there are more applications than places. Any decisions to increase or decrease our Published Admission Number will be made in accordance with our Scheme of Delegation. We are committed to adhering to the SEN Code of Practice and to following the process set out in this document in full.

When Cloughwood Academy is consulted about a placement for a child with an EHCP we endeavour to satisfy our admissions protocol within the statutory 15-day period. However, if consultations are made during school holidays or there are other mitigating factors, it may not always be possible to complete the process within this time constraint. In this instance the Head Teacher will notify the CWAC SEN Team.

### **Admission Criteria:**

- Pupils must be aged between 8 and 18 years.
- Pupils must have an EHCP.

### **Admissions Process:**

1. On receipt of a consultation the Senior Leadership team (SLT) will give careful consideration to any supporting documents and decide if the individual meets the profile for admission.
2. If the SLT decide that the individual does meet the profile for admission and there are available places in the particular year group, an appointment will be made for parents and the child to visit at their earliest convenience.
3. Where a potential placement would cause the school to exceed PAN, the SLT will consider if the potential risks and detrimental implications of the placement can be mitigated sufficiently to continue with the consultation. They will present their findings to The Admission Authority who may decide that the attendance of the child at Cloughwood Academy would be incompatible with the efficient education of others, or the efficient use of resources. In this instance, The Admission Authority will provide the SEN Team with a clear rationale in support of their decision.
4. When parents and the child visit Cloughwood Academy they will have the opportunity to meet with a member of the SLT, tour the facility, meet some of their peers and ask any questions they may have. A further discussion with all parties will take place during the visit, to explore the suitability of Cloughwood Academy to meet their child's needs as set out in the EHCP.

5. Once the visit has taken place, the SLT will meet to consider the consultation further and decide if the child's needs can be met at Cloughwood Academy. The Head Teacher will respond to the consultation by formally by emailing the CWAC SEN Team, setting out whether the SLT feel that Cloughwood Academy is a suitable educational placement for the child. If the SLT decide that the attendance of the child at Cloughwood Academy would be incompatible with the efficient education of others, or the efficient use of resources, we will respond to the consultation stating that we are unable to meet need. In this instance the SLT will provide the SEN Team with a clear rationale in support of their decision.
6. Once parental preferences have been collated, the CWAC SEN Team will contact the Head Teacher to discuss a potential placement and agree on a suitable level of funding.
7. When the SEN team and all other parties are in agreement that Cloughwood Academy is the placement that will meet the needs of the individual concerned, Cloughwood Academy will be named in the EHCP.
8. Assuming that Cloughwood Academy still has available places in a particular year group, the process will begin for that pupil to be admitted. This process will usually consist of a second visit for parents and the child to the school, which will be a further opportunity to speak with members of the SLT and to collect admissions documentation and information such as uniform, times of the school day and timetables.
9. After this visit, and once completed admissions documentation has been received by the Academy, the SEN team will work with the parents/carers to organise any transport arrangements and a start date will be agreed once transport is in place.
10. Transport arrangements will be made in the time between the second visit and the pupil's first day at school.

#### **In year admissions:**

In-year admissions are less frequent but may happen and should follow, as closely as possible, the same process described above.

#### **Placing Authority:**

As set out in our funding agreement, CWAC is our placing authority. Consultations from Cheshire East (CE) can be processed through the CWAC SEN Team and are always taken as a priority over placing authorities from further afield. All consultations coming from other Local Authorities should come through the CWAC SEN Team and not directly to Cloughwood Academy. The Admission Authority will have final decision on the placement of pupils from outside of CWAC. Cloughwood Academy will keep CWAC informed as to the number of available places.

#### **Post-16 Admissions:**

Pupils enrolled at Cloughwood Academy will express their preference for accessing post-16 provision at the academy through the annual review process conducted in year 10 and 11. Priority for post-16 placements at Cloughwood Academy will be given to pupils currently enrolled at the school,

regardless of their local authority placement. The consultation process for our post-16 provision will adhere to the same procedures as those for pupils being admitted to Key Stages 2, 3, and 4.

For pupils not currently attending Cloughwood Academy, consultations regarding post-16 options will be coordinated through the CWAC 16+ SEN Team. When considering applicants from outside Cloughwood Academy, careful assessment will be made of their attendance and behaviour in their previous educational setting, as well as their special educational needs and disabilities (SEND). The Admission Authority will make the final decision regarding the placement of pupils from outside CWAC.