



Knowle DGE Admissions Policy September 2019

Policy Reviewed by: Jo Grayson
Date: July 2019
To be reviewed: July 2020

Our Mission at Knowle DGE Academy

Staff and Academy Councillors believe that young people at Knowle DGE will **DISCOVER** new learning opportunities and experiences at Knowle DGE. We will **GUIDE** each student towards these learning opportunities and in doing this are confident that each student will **ENJOY** their learning experiences at Knowle DGE.

In order to succeed, we aim to encourage every individual at our Academy to develop **BELIEF** in themselves to aim higher, to **REPECT** themselves, others and their Academy and take **RESPONSIBILITY** for their decisions and actions.

We recognise that we are **ALL EQUAL** and deserve the very best. We recognise that we are **ALL DIFFERENT** in the ways we learn and interact. We recognise that we can **ALL ACHIEVE TOGETHER**- as a Community, as a student within the community and as a parent/carer.

Introduction

Knowle DGE is a Special Academy for pupils with an EHCP. We are part of Learn@ Multi Academy Trust and work in close partnership with the other Academies in the Trust, residential school Notton House and Pupil Referral Units Lansdown Park and St Matthias. This admissions policy should be read in conjunction with Learn @ Multi Academy Trust's Statement of Purpose. The Admissions Policy is determined by 'The School Admissions Code' and 'The Admissions Appeals Code' written by the Department for Education (DfE). Both codes are available from <http://www.education.gov.uk/schools/adminandfinance/schooladmissions/a00195/school-admissions-codes-and-regulations>

Procedures and Protocol

- All pupils admitted to the Academy must have an Education Health Care Plan (EHCP).
- The Academy accepts pupils from Key Stages 2 to 5 with a wide range and complexity of need, including Social, Emotional and Mental Health, Moderate Learning Difficulties and pupils on the Autistic Spectrum and with Speech Language and Communication Needs.
- The Academy Council will receive formal requests for placements from Bristol Local Authority. The Academy will consider each pupil on their individual merits and with reference to relevant legislation to ensure we can meet their needs as defined by the EHCP, and that the Academy has the space, staffing, capacity and resources to accommodate the pupil within its existing operational organisation.
- Other Local Authorities will sent consult requests directly to Knowle DGE and the same consideration is given to these students as to students from Bristol LA.

- Local Authorities are expected to provide suitable documentation in order that Knowle DGE has sufficient information to know whether a young person's needs can be met and to be able to plan for and prepare accordingly. This documentation includes an EHCP, an annual review of the EHCP, attendance, academic levels and progress, relevant multi agency reports (eg Educational Psychologist, Speech and Language Therapist), current provision and any social care information.
- As per the Code of Practice (DFE, 2015), Knowle DGE will inform local authorities if it is able to meet an individual pupil's needs within 15 days of receiving a consult. The local authority will then make a decision whether to name Knowle DGE Academy on the pupil's EHCP.
- Parents, carers, prospective pupils, their teachers and supporting professionals are advised to visit the Academy and are welcome to do so by prior appointment.
- Academy staff may visit the pupil's school and will be accompanied by support as necessary.
- The Academy will offer taster visits, induction and individually negotiated transition packages depending upon pupil needs.

Appeals

Parents/carers and pupils have a right of appeal to the First Tier Tribunal (Special Needs and Disability) against a decision made by a Local Authority not to make an EHCP, or about the content of an EHCP, including about the type of school or setting or about the school or other setting named in the EHCP.

Parents/carers or pupils wishing to challenge a decision should first contact their local special educational needs mediation service. The LA will be able to provide contact details. If this does not resolve the issue, parents/carers or pupils should submit their appeal to the Tribunal within 2 months of the date on their decision letter or a month from the date of the mediation certificate, whichever is later. The Tribunal will be made up of at least 3 appropriately trained members. Parents/carers or pupils can take someone to represent them, or a friend to the Tribunal. More information is provided here: <https://www.gov.uk/special-educational-needs-disability-tribunal/overview>

