

Admissions Policy

School.

1. All admissions to the School are to be planned and agreed by Parents, Carers and Placing Authorities ensuring the needs of the child will be met.
2. Prior to admission Parents, Carers, Placing Authorities and, if appropriate, Social Workers, along with the child, are given a prospectus and invited to visit School. This is an opportunity to be introduced to the staff team and find out about our offer. Each prospective admission is treated on an individual basis and several visits may be necessary prior to a decision being made.
3. Once a decision has been reached by SLT and the child is to attend the school either as a residential or day pupil, the following information is to be obtained:-
 - Placement plan agreement.
 - Contact details of Parents/Carers in an emergency.
 - Current medical, educational and personal care needs of the child.
 - Legal status of child and the name of a contact in Placing Authority.
 - Any behaviour patterns and support information (any behaviour support plans if needed).
 - Details of child's preferred method of communication.
 - 'My Profile/All About Me' document explaining the child's likes and dislikes regarding food, leisure activities and any other relevant information pertaining to that child.
4. Once a child's placement is secured to the School, an induction programme in our Learning Support Hub will follow to ensure a smooth transition. An individualised programme will be created to ensure a full picture of a child's needs. This will also include introductions to staff and children. The full range of multi-disciplinary teams within the school will begin the process of benchmark assessments. The information will then be shared within our Team Around the Child meetings and a group placement is then established. Individualised programmes of study and relevant care plans are facilitated using the induction period using prior information from fellow professionals and parental/carer advice.

Nursery

5. The school follows the advice and guidance as set up in Liverpool City Council's 'Local Offer'. We are able to offer free child places for 3-4 year olds and for 2 year olds (subject to terms and conditions). We adhere to Liverpool's conditions as set out in the 'FREE EARLY EDUCATION/CHILDCARE FOR SOME TWO YEAR OLD CHILDREN IN LIVERPOOL'

Revised Guidance and Eligibility Criteria Form February 2015'. This document is available both from school and Liverpool City Council's Local Offer website. This details requirements and specifies birthdates and potential start times. Application forms are available from school following a visit and discussion. The Nursery is inclusive and our specialism includes, visual impairment, multiple disabilities, profound and multiple learning disabilities and multi-sensory impairments. We would prioritise the needs of the child when determining suitability of offer. Any placement request is also subject to an impact risk assessment as relevant. This is to ensure safety for all. We have a highly skilled staff team and a visit is encouraged to help discuss specific needs.

Fee paying- Individual parents/carers can access further hours over and above the 15 hours and this is invoiced through our finance department.

PB March 2016; September 2013

