



Admissions Policy

Life Skills Manor Admissions Policy

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Admissions Policy

Introduction

Life Skills Manor School provides 39 weeks of full time education for boys and girls diagnosed with Autism. At full capacity the school will be a Secondary (11-16 years old) Provision although in the initial year of opening Year 6 students can be referred to support secondary transfer and transition.

Pupils attending the school are referred via KCC and every effort is made to ensure that the child is appropriately placed and that the provision offered by the school matches the needs of the child.

Consideration

To summarise, in all cases pupils will be considered for admission if:

- They have a current Education and Health Care Plan, or if EHCP planning is agreed with the Local Authority. In some cases pupils will be considered without an EHCP; these pupils will be supported in obtaining an EHCP where/if appropriate.
- Funding for the placement has been formally agreed with the Local Authority.
- The special needs of the pupil are such as can be met in the terms of registration of the school.
- The provision is such as can be met by the school in terms of its registration.
- All up-to-date information concerning the pupil, including the most recent reviews, IEPs and reports etc., will be provided by the funding agency.
- Placing Authorities and their social workers formally accept the School Policies as presented at application for admission.
- Pupils and Carers agree to comply with School Rules and the learning and behavioural expectations of the school and placing authorities, home and where applicable, parents agree to support the school in this adherence.
- The child/young person's admission will not significantly disrupt the education or jeopardise the safety of the other children/young people in the school.
- There is a place available in the appropriate class/year group.

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Admissions criteria

- The age of the child on date of admission is phased as,

Date of admission	Age of Child (Years)	Year Group
Jan 2022	9, 10 & 11	Year 6 and 7
April 2022	9, 10 & 11	Year 6 and 7
September 2022	9, 10 & 11	Year 6 and 7
September 2023	10, 11 & 12	Year 6, 7 and 8

- The academic and social needs of the child must be able to be met by the school.
- The child or young person must be capable of working in a class of up to a maximum of eight pupils.
- The cultural, physical, spiritual and emotional needs of the child or young person must be able to be met by the staff group at Life Skills Manor School.
- All children and young people admitted must have clearly stated that they will aim to try to conform to the standards of behaviour set out in the School's Code of Conduct.
- Parents and/or carers will be asked to agree to a working partnership that will be open and honest throughout their child's stay at Life Skills Manor School and sign a home school agreement.
- Life Skills Manor School will accept young people who have an EHCP and have been diagnosed with Autism Spectrum Condition (ASC) as a primary need. They may be high functioning or they may have experienced a disruptive and disturbed educational life and may have low self-esteem, social and emotional and sensory needs, including anxiety, coupled with difficulties relating to communication with adults and peers.
- Life Skills Manor School is willing to work in partnership with local Child and Adolescent Mental Health Services (when appropriate), and any other relevant professionals.
- Initial enquiry may be by phone, letter or e-mail.
- All pupils referred should have an EHCP.
- Prior to the formal interview being arranged Life Skills Manor School will require the EHCP from the Placements officer.

Pupil Friendly Interview- Meet & Greet

A pupil friendly interview will be held at Life Skills Manor School by appointment for parents/carers and their child. The family will have the opportunity to walk around the school and see parts of the school day to get a feel of Life Skills Manor life.

There is an expectation that a decision to attend Life Skills Manor School should not be arrived at without due consideration. The family will be given the opportunity to discuss the placement. Within an acceptable period of time from this point the family will be informed whether a 'taster day' will be offered during which time the child or young person will be informally assessed in terms of whether the provision can meet the needs as outlined in the EHCP. This may include time with our headteacher, occupational health therapist and potential class group. After this process the LEA will be informed of the final decision by the headteacher and the family informed thereafter.

Upon the child or young person's admission, every effort will be made for the parents/carers and child to meet with their son's key members of staff.

Six -Week Assessment Period

During the initial six weeks staff gather evidence relating to academic levels, social and emotional needs within our setting. During this time parents/carers receive phone calls or attend meetings to inform them how the pupil is settling in.

At the end of the six-week assessment the headteacher will liaise with the teaching staff team in the collation of findings.

A comprehensive report will be sent to the relevant LEA and parents / carers.

The report will firstly determine how if the school can meet the needs of the pupil and secondly will provide information relating to the way that the school will interpret the Provision Plan and Outcomes initially, possibly with new short term targets and any relevant interventions that will support the pupil holistically. If necessary, parents / carers will be invited to attend a meeting at school to discuss the report and any in school alterations to the Provision plans.

It is then expected that the parents/carers will participate in the day-to-day progress and needs of the pupil including the annual EHCP review and regular parents' evenings and will become as involved in their child's educational progress as is possible.

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