



Ingfield Manor School

Admission and Reception of Pupils' Guidelines

Admission criteria

Ingfield Manor School is acknowledged as one of the leading centres for Conductive Education in the UK. It also has a national reputation for the development of communication work with children. Our experience, expertise and resources are therefore most effectively used to meet the needs of children with physical disabilities and associated learning difficulties, most of whom will have Cerebral Palsy. It is extremely difficult to generate a set of rigid criteria against which to measure our ability to meet the needs of any one particular child. It is therefore most important that the following admission process is clearly understood and rigorously followed.

Initial Visit

Initial contact is usually made by telephone. Principal's PA or Head of Department to be first point of contact. Admission procedures to be explained and general information on the child to be taken and Initial Visit arranged if appropriate. Parents should always be encouraged to bring their child on the first visit. Parent only visits will be considered in exceptional circumstances.

Action:

- Letter to parents/carers confirming date/time of visit
- Request copy of Statement and supporting information
- Email to all relevant staff
- Agree programme and circulate
- Book accommodation if required
- Set up file

The aim of the informal visit is primarily for parents/carers/child to see what Ingfield has to offer and for Ingfield staff to begin to form a view of the child's needs and whether we would be the appropriate school to meet these.

The **Initial Visit** will be led by a Senior Member of Staff and will comprise of a tour of the school, time in the age appropriate group and finally a meeting with the Principal or Head of Department when the next action will be agreed. Initial action form to be completed.

Next Possible Actions:

- We cannot meet child's needs at IMS – suggest other schools
- Keep on file until parents/carers contact
- Book Assessment Visit
- Write out to confirm assessment visit to parents
- Book accommodation if required
- Write to LEA if parents/carers wish

Guidelines on discussion with the family:

What do parents/carers feel their child's needs are?

Is there a Education, Health and Care Plan (EHCP) or is this in progress?

Are the child's needs detailed in the EHCP?

We need to be clear that we must be able to meet the child's needs as detailed in the EHCP.

What other reports are available?

What is current provision?

What other schools have been visited?

Parents/carers must be told that any offer of a place at Ingfield is subject to:

- Sponsorship from the child's Local Education Authority
- A place being available in an age-appropriate group

If our view is that it would be unwise to go to the next stage ie. Assessment Visit, then we need to explain why we think Ingfield Manor School would not be the appropriate learning environment for their child.

We need to give a positive view of their child – focussing on apparent strengths and if possible open some doors eg. Encourage further visits to other schools and centres.

If our view is that the School for Parents may be an option then we can suggest that the parents contact the Team Leader at School for Parents for further information and a possible visit.

Assessment Visit

If parents wish to proceed with admission, an Assessment Visit will be arranged.

A programme is agreed by the Head of Department and circulated to all relevant staff.

The purpose of the Assessment Visit is for the child and parents/carers to spend the whole day in the age appropriate group. Throughout the day the child will be observed by a team of professionals at the school e.g. Speech and Language Therapist, Physiotherapist, Teacher/Conductor, Senior Nurse. All professionals will submit a report to the PA for the staff meeting when it will be decided if we can meet the child's needs.

At the end of the assessment visit parents meet with the Principal and/or Head of Department who will discuss the outcome of the visit.

If appropriate a formal offer will be made to the parents/carers and LEA.

Keep in Touch Visits

There may be a time when we need to invite the family for a keep in touch visit. This will normally occur when a formal offer has been made and the family are waiting for confirmation from the Local Authority.

Induction Visit

This takes place once the LEA has agreed to fund the placement in writing and a start date has been agreed. At this visit the child becomes familiar with the group, team and environment. The relevant senior leadership team member and other professional staff as appropriate will spend some time with the child's parents. Consent forms are explained and signed and witnessed. Time is spent exploring the Parent Handbook, school routines and general policies are detailed as appropriate. The parents ask questions to help prepare for the child's entry to the school.