



## **Ingfield Manor School**

### **Admission's Policy**

#### **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 effectively used to meet the needs of children with physical disabilities and associated learning difficulties. Our expertise extends to specific intervention to help children with speech, language and communication challenges and sensory processing needs. Our curriculum is bespoke to meet the individual needs of each child. We are a through school from Reception (Age 4) through to Sixth form (Age 19 years). The maximum number of children / young people on roll cannot exceed 70.

Our school aims to carry out its application and admission procedure as fairly and transparently as possible. Ingfield Manor school is a non-maintained school. Although based in West Sussex, we work closely with several local authorities. As a non-maintained provision, geographical location does not influence an offer of placement at Ingfield Manor school or the local authority's decision to place at our school.

We accept admissions throughout the school year, and into any key stage dependent on availability of places. All admissions should be in consultation with the child / young person's host authority. Priority considerations are given to children and young people in the following order;

1. Looked after children (LAC), with special educational needs that are conducive to the core curriculum offer at Ingfield Manor school.
2. Children / young people whereby their Education, Health, Care plans state Conductive Education as a core provision.
3. Children with special educational needs, whereby their needs are conducive to the core curriculum offer at Ingfield Manor school. This may include, (although, not exclusively); children with neurological / motor impairments; children with speech, language, and communication needs with an additional sensory / physical need.

The school encourages visits by parents to find out more about our provision. Please contact the school office for an appointment.

### **Preliminary Referrals / Expression of Interest**

Ingfield Manor school is part of the CCRAAG (children's cross regional arrangements group) which comprises of local authorities from the East, South East and South West Regions of England. We are listed within West Sussex's Dynamic Placement System. Information can be received via e-mail from local authorities seeking possible placement. Anonymised EHCP's can often be sent to establish if Ingfield Manor school can meet need. Ingfield Manor school, as a non-maintained provision is not restricted to taking referrals from set regions and can therefore accept referrals from any local authority nationally. Consideration needs to be given regarding day vs residential placements for those students who may live further afield. Where the school is approached direct by a local authority an initial expression of interest (EOI) can be made by the school as to whether it is felt the school can meet need.

Parents can approach the school themselves direct. However, in all instances, we would strongly encourage the local authority to be included and / or informed by parents with respect to Ingfield Manor school forming part of a preferred placement choice.

### **Initial Visit**

Initial contact is usually made by telephone by the relevant head of department. Admission procedures are explained, general information on the child is taken and an initial visit arranged if appropriate. Parents are always encouraged to bring their child on the first visit. Parent only visits will be considered in some circumstances.

### **Action:**

- Letter to parents/carers or e-mail confirming date/time of visit, cc'd to LA if referral initiated by them.
- Request copy of Education, Health and Care Plan and supporting information (if not already received)
- Email to all relevant staff to be involved
- Agree programme and circulate
- Set up file

The aim of the informal initial 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 and, where appropriate, time in the age-appropriate group.

**Next Possible Actions:**

- If it is deemed the school may not be able to meet child's needs at IMS – suggest alternatives / refer back to LA
- Keep on file until LA /parents/carers contact, pending LA decisions.
- Book assessment visit (this will be with the support of the local authority, that a placement at Ingfield Manor school will be considered)

***Guidelines on discussion with the family:***

As part of an initial visit, parents / carers can be expected to be asked the following;

- 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 accurately in the EHCP?
- Will Ingfield Manor school be suitably placed be able to meet the child's needs as detailed in the EHCP?
- What other reports are available?
- What is current provision?
- Are the child's needs being met in the current provision?
- What other schools have been visited?
- Is the local authority aware of the request for placement at Ingfield Manor school?

Any offer of a place at Ingfield is subject to:

- Funding and agreement from the child's Local Authority
- A place being available in an age-appropriate group

A follow up assessment visit will only be offered if it is felt that Ingfield Manor School can meet need AND the local authority are in agreement with progressing the process.

In exceptional circumstances, it may be necessary to jump straight to an assessment visit (ie. child is not currently within an educational establishment, and or the child is looked after within an alternative local authority to where a child has been previously placed and not accessing education)

**Assessment Visit**

If parents wish to proceed with admission, an assessment visit will be arranged. In some cases (whereby information as come direct from the LA), this may be appropriate to combine with the initial visit. Assessment visits are best timed to be as close to possible to a child's proposed admission date.

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 a half / whole day in an age-appropriate group. During the day there will be opportunities for the family to meet with the different professionals e.g. physiotherapist, occupational therapist, conductor, speech and language therapist, teacher and senior nurse and for the different professionals to have an opportunity to obtain information about the child's needs through discussion, observation of the child in the group setting and practical sessions, as appropriate. All professionals will submit a report outlining their perceived levels of input required in order to meet need.

If the placement request is for residential placement, then the assessment process will include a meeting with our head of care and may include some assessment time in Acorns (our residential provision).

Ingfield Manor school has a 'banding system' A-D to help determine placement fees. The basis of this is input from the transdisciplinary team of professionals to assess level of need based on their information gathering and observations of the child / young person. The assessment process allows for observed need to be compared to that as stated in a child / young person's education, health, care plan. The pre-assessment visit helps determine this information and allows the placement fee to be confirmed with the local authority.

The assessment visit also allows the opportunity to ensure that the child / young person is able to access learning effectively within their peer group and to ensure that the learning of existing students is not impacted in any adverse way.

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 LA. Fees will be communicated solely to the local authority.

### **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 there has been an extended period of time while the family are waiting for an admission date to be confirmed.

### **Induction / transition visit**

This takes place once the LA 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 principal, head of department 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 school routines and general policies are detailed as appropriate. Parents/carers are encouraged to ask questions to help prepare for the child's entry to the school.

#### Appeals process

When an applicant wishes to appeal against a decision made by the Intake Group the following procedure will apply:

- A formal letter of appeal must be sent to the College Principal within fourteen days.
- The College Principal or delegated Senior Leadership Team member will consider the decision and make a final judgement upon the evidence provided.
- The Principal will inform the applicant in writing of the decision within one calendar month from receipt of the appeal, this time frame can be extended to allow time for further evidence to be provided to the school. Where there is likely to be a delay due to further information being needed to support decision making, this will be informed to the appellant prior to the end of one calendar month

Document control;

V3 Nicola Dodds, 04/02/2022

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