



# THE LADY BYRON SCHOOL

THE CEDARS - 11 HIGH STREET, FLECKNEY, LEICESTERSHIRE, LE8 8AJ.

INFO@LADYBYRON SCHOOL.CO.UK

## ADMISSIONS POLICY

**Prepared By:** Caroline England

**Job Title:** Headteacher

**Authorised By:** Irinder Minhas

**Job Title:** Director

**Reviewed by** Caroline England / Irinder Minhas

**Next Review date:** September 2023



# THE LADY BYRON SCHOOL

THE CEDARS - 11 HIGH STREET, FLECKNEY, LEICESTERSHIRE, LE8 8AJ.

INFO@LADYBYRONSCHOOL.CO.UK

## Contents

1. Purpose .....	3
2. Definitions .....	3
3. The Referral Process .....	3
4. Criteria of Admission.....	3
5. Funding of placements.....	4
6. The Admission Process.....	4
7. Admission Numbers .....	4
8. Naming The Lady Byron School in an EHCP .....	5
9. Policy Review .....	5
10. Version History.....	5



# THE LADY BYRON SCHOOL

THE CEDARS - 11 HIGH STREET, FLECKNEY, LEICESTERSHIRE, LE8 8AJ.

INFO@LADYBYRON SCHOOL.CO.UK

## 1. Purpose

1.1 The Lady Byron School is an independent special school which provides education for primary and secondary age children diagnosed with autism who hold an Educational Health care Plan (EHCP).

## 2. Definitions

2.1 "The Trust" means The Lady Byron School

2.2 "The school" and "LBS" means The Lady Byron School

2.3 "Parent" refers to parents, carers / legal guardians.

## 3. The Referral Process

3.1 Once there has been a referral requesting a place at The Lady Byron School, the Director and members of the senior leadership team will request the following information:

- -An up-to-date Education, Health and Care Plan (EHCP)
- -Any information from reviews held at the young persons most recently attended educational setting
- -Any reports deemed appropriate from professionals involved with the young person
  
- The parents/carers of the young person in question will also be invited to visit the school and to meet designated members of school staff. There will also be a decision as to whether the young person themselves will benefit from a visit to the school.

## 4. Criteria of Admission

4.1 When making a decision on the suitability of a prospective young person attending The Lady Byron School, the following criteria apply:

- The young person must be between 9 and 15 years of age initially.
- Have a diagnosis of Autism
- Have an Education, Health and Care Plan (EHCP)
- Be deemed to be suitable for the curriculum provided by The Lady Byron School.



# THE LADY BYRON SCHOOL

THE CEDARS - 11 HIGH STREET, FLECKNEY, LEICESTERSHIRE, LE8 8AJ.

INFO@LADYBYRON SCHOOL.CO.UK

## 5. Funding of placements

5.1 The majority of young persons attending The Lady Byron School will be funded by the local authority in which they reside. It is therefore essential that the named local authority give their agreement of the placement in writing.

## 6. The Admission Process

6.1 Before a young person is officially placed on roll at The Lady Byron School, the following process will have been followed:

- If a local authority recognises that a child's needs will best be met by our expertise, they will make a referral to us. Alternatively, parents can contact the school directly to book a meeting with a Director or Head of School to view the school. If parents are interested in a place for their child, The Lady Byron School will request to see the EHCP and any relevant professional reports.
- Where a child is currently attending a different school or educational provision, a Director or member of the Senior Leadership Team will aim to visit that setting to observe the child. This is to aid in the assessment of whether The Lady Byron School is able to meet the needs of the child.
- The young person may be invited into The Lady Byron School for further informal assessment. This informal assessment will usually include attending for a minimum of half a day and joining in classes with prospective peers.
- The aim of the informal assessments is to establish an understanding for how the young person reacts to the environment. Occasionally the placement may not be suitable if a learner does not have an appropriate peer group. Following an informal assessment, The Lady School will feedback to parents to inform if the school feels able to meet the needs of the child as outlined in the EHCP.

## 7. Admission Numbers

7.1 The Lady Byron School will resist admission where it is considered such admission would be incompatible with the efficient education for other young people.



# THE LADY BYRON SCHOOL

THE CEDARS - 11 HIGH STREET, FLECKNEY, LEICESTERSHIRE, LE8 8AJ.

INFO@LADYBYRON SCHOOL.CO.UK

7.2 Following an assessment by the school of the potential impact of admission, applications will be considered on a case-by-case basis. Where the school's agreed and preferred maximum number of learners in any one year group is exceeded The Lady Byron School will not accept further admissions for that year group. On occasion, this may mean that children of certain age groups cannot be admitted even when there are vacancies in other parts of the school. The maximum number of young persons The Lady Byron School would take is 25 young persons.

## 8. Naming The Lady Byron School in an EHCP

8.1 Where a local authority intends to name The Lady Byron School in an EHCP and have notified The Lady Byron School of this, the Directors, or Headteacher will respond to this request within 15 days. In considering incompatibility, the Directors or Headteacher will have regard to, whether any reasonable steps might be taken to avoid incompatibility, relevant statutory guidance and the health and safety of other learners and staff.

8.2 Where the considered view is that the naming of The Lady Byron School is not appropriate, the decision and reasons will be sent in writing to the relevant local authority.

8.3 Should a parent or guardian of a child appeal to the SEND Tribunal to request that The Lady Byron School is named in the EHCP, The Lady Byron School agrees to be bound by the decision of the Tribunal.

## 9. Policy Review

9.1 This policy will be updated as necessary to reflect best practice and to ensure compliance with any changes or amendments to relevant legislation.

9.2 To ensure effectiveness, this policy will be monitored and evaluated through staff training and discussion.

9.3 Incidents will be logged and reviewed, and all staff made aware, in order to demonstrate success.

9.4 This policy was last reviewed in September 2022

## 10. Version History

Version Number	Point Number	Amendment