**Admissions Policy**

**2024**

*Initiated by:* *SMT*

*Approved by:* *Governors/SMT*

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*Date of Review:* *Nov 26*

*Distribution:* *SMT/TLR’s/All relevant staff*

*Signed: R.Jenkins Chair of Governors*

*Signed: S.Type Head teacher*

**Introduction**

Park Lane School caters for pupils aged 3-19 with a range of special educational needs and is maintained by Rhondda-Cynon-Taf County Council. These needs include severe learning difficulties, autistic spectrum disorders, profound and multiple learning disabilities, and social, emotional and behavioural difficulties.

All pupils have a statement of special educational needs. Many pupils have additional learning needs, which include physical, sensory and medical needs as well as speech, language and communication difficulties.

In order for our pupils to thrive, we aim to provide an enabling environment that has a clear focus on relationship building.

Park Lane School is a Silver Rights Respecting School. As a Rights Respecting School, we aim to embed children’s human rights in our ethos and school culture. We use the principles of equality, dignity, respect, non-discrimination and participation in all that we do. This enables us to not only empower our children and young people, but it also leads to enhanced learning, improved standards and better relationships which is at the heart of all that we do in Park Lane.

The United Nations Convention on the Rights of the Child (UNCRC) is the most complete statement of children’s rights ever produced and is the most widely-ratified international human rights treaty in history. This policy relates to Article 23, 28, and 29 of the UNCRC.

Article 23: Children who have any kind of disability should have special care and support so they can lead full and independent lives.

Article 28: Children have the right to education no matter who they are: regardless of race, gender or disability.

Article 29: Education should develop each child’s personality and talents to the full. It should encourage children to respect their parents, and their own and other cultures.

**General Principles**

The legislation that impacts on Admission to Park Lane School;

* Race Relations Act
* The Race Relations Act 1976 makes it unlawful for admission authorities to discriminate against applicants on the basis of race, colour, nationality or national or ethnic origin.
* Human Rights Act
* The Human Rights Act 1998 confers a right not to be denied an education.
* Disability Discrimination Act
* The Special Educational Needs and Disability Discrimination Act 2001 brings all aspects of education within the ambit of the Disability Discrimination Act 1995. Since September 2002 admission authorities have been under a new duty not to discriminate against disabled pupils and prospective pupils in their access to education.
* Sex Discrimination Act 1975
* Under the Sex Discrimination Act 1975, admission authorities must not discriminate between boys and girls in the way they admit them to a school, except where the school in question is a single sex school.

**Who is the school admission authority?**

The LA (Local Authority) is the school’s admission authority. The Governing body has a duty to implement the LA’s decision on individual applications and to act in accordance with the LA admission arrangements. The School Standards and Framework Act 1998 and the Code of Practice (Welsh Assembly Government 2000) outline the law relating to School Admissions.

**Admission Arrangements**

Admission to the school is by the Access and Inclusion Panel of the Local Authority. The panel includes: The Head of Service, System Leaders, Educational Psychologist and Head teacher representation where necessary.

Pupils who wish to gain admission to the school undergo a multidisciplinary assessment which is coordinated by the LA statementing officer. The assessment will involve parents and all agencies who are currently involved with the child. On the basis of this assessment a decision is made as to whether to issue a Statement of Special Educational Needs.

On the basis of the assessment a recommendation may be to consider a placement in Park Lane School. At any stage parents are encouraged to visit the school as the assessment process can be an anxious time.

If the assessment recommends a placement at Park Lane or if parents request a placement then the information is discussed at the Inclusion Panel. The professionals make a decision of suitability of the placement based on individual needs.

The Education Authority will confirm with the parents that a place has been offered:

* When a place is available for their child
* An admission date will be agreed with the Head teacher. Admission date will depend on the time required to
  + Assess pupil needs
  + Ensure appropriate provision is in place to meet needs
  + Produce/update Health Care Plan and make any necessary arrangements
  + Arrange transport

Pupils may be admitted:

* On a part time basis for pupils under statutory school age
* On a part time split placement with another school
* On a full time basis

**Transition Visits**

We take an individualised approach to all new pupils in Park Lane and understand that some pupils will require a slower and more supported transition. We support the whole family during this process and work closely with the pupil, family and other professionals to ensure that the transition is as smooth and successful as possible for all involved.

Examples of how this has been done successfully in the past include:

* Staff from previous settings are encouraged to attend with the child in order to transfer information.
* Photographs of key people and activities
* individualised booklets about their new class may be given to the families so that they can be further prepared for any change.
* Staggered start which could be in the form of part time sessions, gradually increasing the time they spend in school.

**Eligibility Dates**

The Government has set eligibility dates by which children must attain the age of five to be of compulsory school age. These dates are 31st August, 31st December and 31st March.

In Rhondda-Cynon-Taf, pupils who have attained the age of 4 on or before these dates may be admitted to full time education the following term. Children may be admitted to Park Lane School on a part time basis at the age of 3 years and the eligibility dates above also apply to these admissions.