

## **Admissions Policy 2024**

Courtland Special School provides for boys and girls aged 11 to 16 who already have an Education, Health and Care plan and whose special educational needs include:

- Specific Learning and Language based difficulties - including dyslexia,
- Language and Communication difficulties- including high functioning ASC and associated behaviour difficulties
- Moderate Learning Difficulties.

### **Phase One - Receiving Information**

The school receives papers and information from the referring Local Authority.

#### **By post:**

**The Head Teacher  
Courtlands Special School  
37 Parkland Avenue  
Goring by Sea  
BN12 4NG**

**By email: [admin@courtlands-school.co.uk](mailto:admin@courtlands-school.co.uk)**

#### **Information sent should include:**

- A copy of the most up to date ECHP
- A report/pen picture from the pupil's most recent school
- Any other recent assessments or reports from other agencies supporting the child including CAMHs, Clinical Psychologist, Educational Psychologist, or any other specialist who has recently carried out an assessment
- Up to date information from the Social Worker where the child is a Child in Need, or a Child in Care.

If the school finds that it does not have sufficient information, a member of the SLT team will contact the referring Local Authority or parents/carer to ask for more specific information. If the school feels that it cannot meet the needs of the pupil, it will send confirmation of this to the Local Authority within 7 working days of the referral.

### **Phase Two - Home Visit**

Once the school has informed the Local Authority that it thinks it might be able to meet the needs of the pupils, it will ask the Local Authority permission to visit the pupil and their parents/carers at their home. This will usually be within 10 days of the initial referral.

### **Phase Three - Visit to the School**

If, after the home visit the school continues to believe that it can still meet the pupil's needs, they and their parent/carers will be invited to visit the school to have a look around and may also include spending some time in class or an activity, or carrying out some form of assessment.

### **Phase Four - Setting a Start Date**

Once the visit has been completed, the schools SLT will consider the application and all of the information gathered so far and decide whether or not to offer a place. If a place is offered, it is conditional on the agreement of the Local Authority and completion of contracts and an acceptance of the place by the pupil and their parents/carers. Following this, a start date and time will be mutually agreed with the parents/carers, the Local Authority, and the school.

### **Phase Five - The Start Day**

To decrease the risk of heightened levels of stress and anxiety in the initial stages, pupils start day will usually set for a Wednesday.

### **Valuables**

Unless handed in to a member of staff and signed for, Courtlands will not be held responsible for any money, jewelry, electrical goods, or other items of value that the pupil may bring with them.

### **Permission Forms**

Parents/carers must have completed all permission forms before the start dates. Permission forms are usually given to parents/carers on the visit day and must be completed and returned to the school before the pupils first day. Where forms have not been completed, it may delay the start day.

### **Medication**

Where the school has been asked to administer medication, it will only do so provided that:

- It is still in its original package which must identify Date of issue, dosage, timings of administration, and the name of the drug to be administered.

Where medication does not provide the above requirements, the school will not administer the medication and it may delay the start date.

### **GDPR – Retention of Information**

Where applications are unsuccessful, all information gathered will be destroyed within six working weeks of the completion of the process. Where applications are successful, all of the information gathered will be stored on the pupil's electronic file or paper file for a period of 75 years.