

Ravenswood School is an all age (4-19 years) Community Special School in North Somerset Local Authority for pupils with Complex Special Needs, Severe Learning Difficulties; in addition many pupils have an autistic spectrum disorder.

North Somerset LA is the main admitting authority for pupils of all ages. However the school is open to admitting pupils from other Local Authorities and takes the decision to place a child following consultations with the Governing Body. As the host Local Authority, North Somerset funds the base cost of £10,000 per pupil. However, the commissioning Local Authority is responsible for the top-up funding for the pupil. The value of the top-up funding, which is based on the provision the child will need in the school, forms part of the consultation with the Governing Body.

The following criteria for admission apply:

- The pupil will have complex special needs, Severe Learning Difficulties and/or possibly autism. A child with complex needs will generally have learning difficulties with a combination of associated difficulties related to; communication, behavioural and emotional, or physical and sensory needs
- All pupils admitted will have an Education Health Care Plan. Occasionally pupils are admitted whilst the assessment for their plan is being finalised.
- The school caters for pupils aged 4 to 19. However, it is possible to extend the upper age limit if a pupil is not yet ready to transfer to a college, residential care or work environment.
- Pupils can be admitted at any age providing there is space in the appropriate class and that the additional pupil will not cause detriment to the safety, learning and well-being of the class. The needs of the pupil will be considered alongside the needs of the class and the whole school population alongside the ability of the school to meet the pupils' needs.
- At times staff will need to develop new skills in order to meet the complex needs of an individual pupil; at these times we may negotiate a deferred admission date in order for us to plan and prepare for the new pupil to have a smooth transition into school and then to settle swiftly.
- Admission of a pupil depends upon the number of places available. The school is currently registered with the Department for Education to have 120 pupils on roll, but is funded for 108 places and the top-up value funding that the commissioning Local Authority agrees to pay. Top-up funding values for North Somerset pupils are based on an agreed banding structure. The school is open to sharing this banding structure with other commissioning Local Authorities, but neither party are bound by this structure.
- Admission will depend upon the number of places available and the type of place required. A balanced intake is necessary to continue to provide high quality education for the school population..

Admission Process

- Parents are welcome to contact the school to arrange for an informal visit whilst they are deciding which school is the best for their child. If this has not happened then the commissioning Local Authority will ask the school to arrange for the parents to visit. They will be met and introduced to the school by our Family Support Advisor; this will include a tour of the school and talking with many of our staff team.
- The prospective pupil will need to visit the school as part of our assessment process of identifying needs and assessing suitability for a place. If such a visit is likely to cause a child too many anxieties then we would arrange to visit them in their current setting; which may be a school, pre-school or home.
- Using the draft or final Education Health Care Plan the commissioning Local Authority will formally consult with the school's Governing Body on both the placement and the top-up value. At Ravenswood, this consultation process is delegated to the Headteacher who will keep the Governing Body informed of new admissions. If the local authority/parents require information on why a pupil is not suitable for admission to Ravenswood, this will be provided and the Chair of Governors informed.
- We will contact previous educational establishments and professionals involved with each pupil for context information and visit them in their current placement if practicable.
- Transition arrangements will be planned carefully and will be bespoke for each child.
- Our Health Care Assistant will invite parents/ carers prior to admission to explain their child's medical and care needs and from this a Care Plan will be drawn up. Health Care Plans are drawn up when we have written reports from relevant Health Professionals. This information will be shared with other staff in the school so that we can plan and prepare carefully for a child's successful transition into Ravenswood.
- The final offer of a place will be made by the commissioning Local Authority when they name Ravenswood School on the Final Educational Health Care Plan.

History of document

Issue No.	Author/Owner	Date Reviewed	Approved by Governors on	Comments
2.	School	Autumn 2014	22/10/2014	Revised with introduction of EHCP's.
3.	School	Autumn 2015	21/10/2015	
4.	School	Autumn 2016	19/10/16	
5.	School	Autumn 2017	18/10/17	
6.	School	Autumn 2018	24/10/18	
7	School	Autumn 2019	23/10/19	