Ravenswood School

Admissions Policy

Ravenswood School is an all-age Community Special School for pupils aged 4-19 within North Somerset. The school specialises in supporting pupils with complex special educational needs, including speech language and communication needs (SCLN) with many pupils also having Autism Spectrum Disorder (ASD). Through a personalised and nurturing approach, Ravenswood enables every pupil to develop, achieve, and prepare for adulthood.

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 (delegated to the Headteacher).

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.

- The school is currently registered by the Department for Education for up to 134 pupils. Admissions beyond this number will only be considered where appropriate funding, staffing, accommodation and health and safety arrangements can be secured. The published capacity reflects the school's physical environment, staffing structure and specialist provision. The school reserves the right to advise that additional placements cannot be accommodated where this would adversely affect the quality of education, wellbeing or safety of pupils and staff
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- 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.

- In considering any consultation for placement, the school will assess whether it can meet the pupil's identified needs safely and effectively within its available resources. Consideration will be given to staffing levels, specialist expertise, accommodation, health and safety requirements, the efficient education of existing pupils and the efficient use of resources. Where the school determines that these factors would be adversely affected by the proposed placement, it may advise the Local Authority that it is unable to meet the pupil's needs within the current provision.

Admission Process

- Parents and carers are welcome to contact the school for an initial discussion regarding provision. The school ordinarily offers two organised open evenings each academic year, one during Term 2 and one during Term 4. Places at these events may be prioritised according to demand and available capacity. In exceptional circumstances, and at the discretion of the Headteacher, alternative arrangements may be considered where necessary to support the statutory consultation process. During the tours parents will be met and introduced to the school by our SLT and Family Support Advisors; this will include a tour of the school and talking with some of our staff team.

- 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 personalised according to the individual needs of each pupil. Following agreement of a placement, the school will work collaboratively with parents, carers, professionals and the current setting to plan an effective transition programme. Transition visits may take place at any point during the academic year and will be determined by the pupil's needs and circumstances

- 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

- Prior to admission, the school will seek relevant safeguarding, welfare, attendance, behaviour, medical and risk management information from the pupil's current educational setting and other professionals involved with the child. This information will be used to ensure appropriate support and safeguarding arrangements are in place from the first day of attendance.

Equality and Inclusion

Ravenswood School is committed to promoting equality, diversity and inclusion for all pupils and families. Admissions decisions will be made fairly, transparently and in accordance with the Equality Act 2010. The school will not unlawfully discriminate on the grounds of disability, race, religion or belief, sex, sexual orientation, gender reassignment, pregnancy or maternity, marriage or civil partnership, or age. The school will make reasonable adjustments where appropriate to support access to education and school services.

Admissions Complaints

Any concerns regarding admissions should initially be raised with the relevant Local Authority. To be considered in accordance with any relevant statutory requirements. Parents and carers may also access information regarding Local Authority admissions procedures directly from the commissioning Local Authority.

Monitoring and Review

This policy will be reviewed annually by the Governing Body or sooner where changes in legislation, statutory guidance, local authority procedures or operational requirements make this necessary. The Headteacher is responsible for the implementation of this policy and for reporting any significant admissions issues to Governors.

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	18/10/19	No Changes
8	School	Autumn 2020	19/10/20	No Changes

9	School	Autumn 2021	20/10/21	Updated schools PAN number to 134
10	School	Autumn 2022	19/10/22	No Changes
11	School	Autumn 2023	18/10/23	No Changes
12	School	Autumn 2024	23.10.2024	Wording changes to admission procedure to ensure school prioritise learners according to space available
13	School	Autumn 2025	16.10.2025	Wording change to offer school open evenings and not tours for families to see the school.
14	School	Autumn 2026	21.10.2026	Updated admission criteria, capacity arrangements, safeguarding requirements, transition procedures, equality statement, complaints process and governance arrangements.