

SEND Admissions Policy



On Behalf of

**North Road Centre For
Exceptional Children**

Approved By	Naeem Bashir
Last Reviewed Date	March 2022, March 2023, March 2024, September 2024, September 2025
Next Review Date	September 2026
Approved By	Naeem Bashir

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Statement of Intent

North Road Centre for Exceptional Children is a purpose-built special school within North Road Academy, located in Stoke-on-Trent. The Centre caters for pupils aged 5 to 11 years who have communication and interaction needs and/or cognitive and learning needs. The school will primarily accommodate pupils with moderate learning difficulties.

At **North Road Centre for Exceptional Children**, we welcome pupils with an Educational Health and Care Plan (EHCP). The Local Authority (LA) identifies pupils who require a placement at the Centre based on the outcome of their assessment of the pupils' needs and their admissions policy.

1. Admissions Procedure

Referrals for admission to **North Road Centre for Exceptional Children** will arise from a pupil's EHCP or Annual Review recommendations agreed by the relevant LA where North Road SEN Centre is named.

- Decisions regarding naming a school on an EHCP are a matter for the relevant LA through its EHCP Assessment Panel.
- Admissions will be co-ordinated by the Education Officer (Special Educational Needs / Monitoring and Statutory Assessment). Parents will have been consulted throughout the naming process for North Road SEN Centre on their child's EHCP.
- Parents have the right to appeal to the SEND tribunal if they disagree with the LA's proposals (appeals are coordinated by the LA).

During or prior to the EHCP, parents and prospective pupils can make an appointment to visit **North Road Centre for Exceptional Children** to discuss the provision and individual pupil's SEND and curriculum needs. During this visit, parents/families will be made welcome and given a prospectus which includes a synopsis of all policies. A member of the Senior Leadership Team will also complete a 'New Pupil File' to obtain relevant pupil information.

North Road Centre for Exceptional Children has a policy to admit pupils throughout the academic year, provided places are available and we are able to meet their needs. There may be circumstances where pupils join us during the academic year from a mainstream school. When this happens, the school's SENCo will arrange

an induction programme to enable the pupil to make a smooth transition and maintain links with the mainstream school.

On entry to **North Road Centre for Exceptional Children**, pupils and families may attend an 'Admissions Review Meeting', which will discuss in detail all background history of the pupil (See Appendix 1 – ARM form)

2. Legal Framework

This policy has due regard to all relevant legislation and statutory guidance, including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'
- Pupil Equality, Equity, Diversity and Inclusion Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- SEN Information Report

3. Pupil Induction

All pupils are made very welcome at **North Road Centre for Exceptional Children**, and the following strategies are put into place to provide the pupil with a smooth transition:

- The pupil's EHCP will be filed in the individual pupil's record book, and any sample work from the previous school will be sent to the class teacher and other confidential records will be put into an electronic file. Teachers familiarise themselves with the relevant information when expecting a new pupil.
- The SENCO will liaise with the placement school to arrange a personal transition plan
- During the transition visits, the pupil is met by the teacher and familiarised with the class and the school. As part of the 'pupils' induction', pupils will be given a welcome booklet, where information is provided, including teachers' names, routine, timetable, etc
- The new pupil is introduced to classmates.
- A class Dojo account is provided (as appropriate)
- The school rules and class routines are explained by the class teacher.
- Information given on who to talk to if worried or frightened is discussed with a member of the staff team.

4. Monitoring & Review

This policy will be reviewed annually by the headteacher, SENCO, and Senior Leadership Team, in conjunction with the board of directors. Any changes to the policy will be made by the headteacher and communicated to all members of staff and stakeholders. All new and existing staff are required to familiarise themselves with this policy as part of their induction and annual re-introduction programme and refer to it when necessary.

The next scheduled review date for this policy is 01/09/2026.

Appendix 1

North Road Centre for Exceptional Children ARM Form

Admission Meeting Date:

Individuals Present at Meeting:

Pupil Full Name:	
Date of Birth:	
Background Information:	
Professionals Involved:	
Medical Issues / Background & Medication:	
Behaviour:	
Likes & Dislikes:	
Personal Care:	
Ethical & Religious	

Concerns:	
Other Concerns & Issues:	