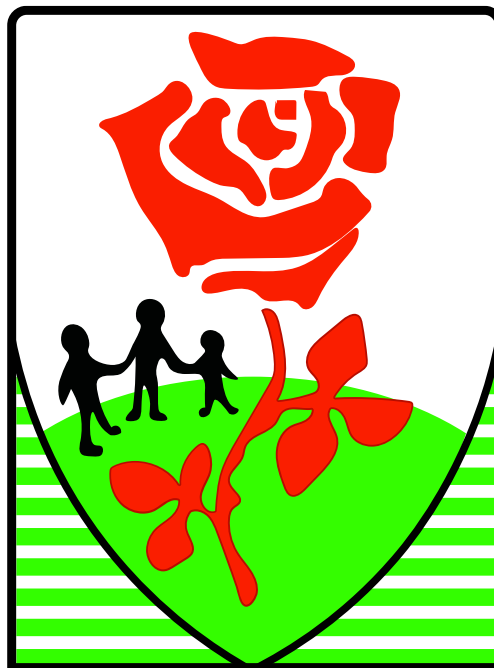


Rosehill School

Admissions Policy



Key Personnel:	Headteacher
Policy written:	September 2023
Date of Policy Review:	September 2024
Approved by Headteacher/ Governing Board:	Agreed at Full GB Meeting 19.10.2023

Includes Appendix A: Statement on Flexi Schooling

Admissions Policy

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1. Statement of Intent

Rosehill is a maintained special school that provides the highest quality of education for 120 children and young people on the autism spectrum, aged 4 and 19, who have a broad range of associated communication, interaction, social, imagination, sensory and learning needs. The very large majority of pupils attending the school, experience co-occurring differences. Some CYP also have co-occurring conditions.

All children who enter Rosehill School will have an Education, Health and Care Plan. The school works collaboratively with Nottingham City Special Education Needs (SEN) Team to determine admissions. The Local Authority (LA) make the final decision in terms of possible over-subscription.

The table below sets out who the LA is and other responsible bodies in our school.

Type of school	Who is the LA?	Who deals with complaints about arrangements?	Who is responsible for arranging/providing for an appeal against refusal of a place at the school?
Special School	Nottingham City	Nottingham City SEN Team	LA

2. **[Updated]** 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'
- **[Updated]** DfE (2022) 'School Admission Appeals Code'

This policy operates in conjunction with the following school policies:

- Equality Information and Objectives Policy
- GDPR Data Protection Policy
- SEN Information Report

3. School Profile

All pupils have an Education Health and Care Plan (EHC Plan). The pupil's identified needs will be complex and significant in the area of autism and cognition and learning (severe learning difficulties) as described in the SEN Code of Practice. The pupil will have associated needs in the areas of behavioural, emotional and social difficulties and communication and interaction. In addition, pupils may have sensory regulation needs.

4. Size of the School and Staffing

The LA is the admissions authority. The school currently has places for 120 pupils.

Staffing levels are enhanced so that pupils are usually taught in classes of up to 10 with a teacher and at least one level 3 teaching assistant and an appropriate number of additional teaching assistants to meet the needs of the class group.

The school receives advice from a range of health professionals in order to meet the needs of the pupils, as assessed by the appropriate professionals.

The school is accessible for wheelchair users.

5. Funding

The school is funded on a place led basis by the LA.

6. Admissions Criteria

Parents may express a preference for the school to be named in the EHC Plan. The LA must name the school that is preferred by the parents providing that:

- The school is suitable for the child's age, ability and aptitude and the special educational needs set out in the EHC Plan
- The Child's attendance is not incompatible with the efficient education of the other children in the school
- The placement is an efficient use of the LA and public resources

7. Referral Routes

Pupils may be considered for placements:

- Following a statutory Education, Health and Care (EHC) Plan needs assessment which identifies Rosehill School as an appropriate provision within an EHC Plan
- Following an Annual Review which identifies Rosehill School as an appropriate provision within an EHC Plan
- On arrival into the LA having previously attended a specialist provision or special school
- Following a request from another LA (Nottingham City LA must be consulted as part of this request)

8. Additional Information

The Headteacher of Rosehill School will have the opportunity of commenting on the pupil's admission to the SEN panel. On receipt of a pupil's EHC Plan the Headteacher should respond on behalf of the school and Governors within 15 working days, unless it is during a school holiday of more than 2 weeks.

The Governing Body can only argue against a place on the grounds that the child's education would be incompatible with the efficient education of other pupils at the school, or use of resources.

Admissions which would take the numbers in school over the agreed number will be considered by the SEN panel. The panel will consider the number of pupils in the class or year group rather than the total numbers in school. A balanced intake is essential to maintain continuity and progression through the curriculum.

9. Taking a Pupils off Roll

A pupil's name will not be deleted from the attendance register unless it has also been deleted from the admissions register and a removal/ leaver form completed.

A pupil of compulsory school age shall have his/ her name deleted from the admissions register when:

- The pupil is registered at our Rosehill School in accordance with the requirements of a School attendance order and another School is substituted by the Council for that named in the order, or the order is revoked.
- The pupil has been registered at another school or academy. (School can register travellers' children even if they are on the role of another school/academy. The School the child normally attends is the base School; the other registration is temporary).
- The School has received written notification from the parent that they are educating the pupil themselves. (Elective Home Education), and The LA has confirmed that provision can be made via Elective Home Education.
- The pupil has ceased to attend Rosehill School and no longer lives within a reasonable distance of the School.
- In the case of a pupil granted leave of absence exceeding 10 days for the purpose of a holiday, the pupil has failed to attend the School within the 10 school days immediately following the last day of absence which was granted and we are not satisfied that the pupil is unable to attend by reason of sickness or any unavoidable case. Both Rosehill School and the Local Authority will make reasonable enquiries to find out where the pupil is, to include letters, home visits and telephone calls.
- The pupil is certified by the School Paediatrician as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age.
- The pupil has been continuously absent from Rosehill School for a period of not less than 20 school days and both the School and EWO have failed, after reasonable enquiry, to locate him/ her. Again, reasonable enquiries should be made. In such cases we will ensure the EWO are informed and procedures concerning missing children and missing children protocol should be followed.
- The pupil had died.
- The pupil will cease to be of compulsory school age before Rosehill School next meets and their parent has indicated that they intend to cease to attend. (All registered pupils are required to remain at Rosehill School until the leaving date- the last day of term. At school includes, for these purposes, approved educational activities undertaken off site, including work experience).
- The pupil has been permanently excluded and the exclusion has been upheld by governors.

If we are told that a pupil is leaving to attend another school/ academy, staff at Rosehill School will establish the pupil's new address, the name and address of the new school/ academy and the date the pupil will start there. Confirmation will then be sought from the receiving school/ academy. Whenever a pupil leaves us a Transfer File will be completed. If we are concerned about any aspect of a transfer or a pupil has "disappeared" the matter should be referred immediately to the Education Welfare Service who will investigate missing pupils as part of Rosehill School Missing Children's protocol.

10. Children Who Cannot Attend Rosehill School Due to Health Needs

In line with Section 19 of the Education Act 1996 the Local Authority (LA) have a duty to: "make arrangements for the provision of suitable education at school or otherwise than at school for those children of compulsory school age who, by reason of illness, or otherwise, may not for any period receive suitable education unless such arrangements are made for them."

This applies to children and young people:

- who are of statutory School age and who
- are permanently resident in the LA and
- who are not in school for 15 days or more, whether consecutive or cumulative due to ill health and
- where the health need and necessity for absence has been validated as necessary by a medical doctor
- will not receive a suitable full-time education unless the local authority makes arrangements for this

Health problems include physical illnesses, injuries and clinically defined mental health problems. Suitable medical evidence will be required. This would include details of the health problem, how long the condition is expected to last and the likely outcome, and a treatment plan. This must be provided by a suitable medical professional, normally a hospital consultant. However, where specific medical evidence is not available quickly, the local authority will liaise with other medical professionals (e.g. the child's GP), so that provision of education is not delayed.

Arrangements for alternative provision will be made as soon as it is known that a child has not attended the School for 15 days for health reasons or as soon as it is clear that a health-related absence from the School will be 15 days or longer, verified by a medical doctor. The 15 days may be consecutive or cumulative. The provision will commence as quickly as possible. There may be circumstances in which suitable alternative education is already in place e.g. if the School has made arrangements for a pupil or the child is receiving education at a hospital school.

11. Children in Public Care

Rosehill Administration staff is the coordinator who liaise with the LA Children Looked After Team. Rosehill School will be contacted each day whether the pupil is attending or is absent.

Attendance will also be reported as part of the PEP.

The Deputy Headteacher has responsibility for monitoring and coordinating with all services of children in care.

12. Elective Home Education

Parents may choose elective home education (EHE) for their children. In some cases, EHE can mean that children are less visible to the services needed to safeguard and support them.

In line with the Education (Pupil Registration) (England) Regulations 2006 (update 2016) and the Elective Home Education Guidance (April 2019) the school will inform the LA of all deletions from the admissions register when a pupil is taken off roll.

Where a parent has expressed their intention to remove a pupil from school for EHE, the school, in collaboration with the LA and other key professionals, will coordinate a meeting with the parent, where possible, before the final decision has been made, particularly if the pupil has SEND, is vulnerable, and/or has a social worker.

13. Policy Review

This policy will be reviewed and updated on an annual basis by the Headteacher. The next review will be in September 2023. The policy will be monitored and approved by the Governing Body.

Appendix A

Statement on Flexi Schooling 2022/2023

The decision on whether to approve a request for flexi-schooling must be made by the Headteacher of the school who has received the request. Education Welfare & EOTAS Service at Nottingham City Council have produced a policy, '[Nottingham City Council Education Welfare & EOTAS Service Flexi-Schooling Guidance](#)' to provide additional advice and guidance to schools who may need to consider requests from parents who are considering flexi-schooling as an option for their child. The document clarifies what is meant by the term flexi-schooling and aims to support conversations between parents and schools about this approach to education.

The school have fully considered the following legislation and statutory guidance in order to respond to any discussions or requests from parents for flexi schooling:

- The Education (Pupil Registration) (England) Regulations 2006 (as amended)
- The Education Act 1996
- [DfE \(2019\) 'Elective home education'](#) – guidance for local authorities on elective home education which references flexi-schooling.
- [DfE \(2019\) 'Elective home education'](#)- guidance for parents
- DfE (2022, updated 2023) [Working Together to Improve Attendance](#)

In the event of any requests for flexi schooling, the school will consider this in line Nottingham City's Policy.