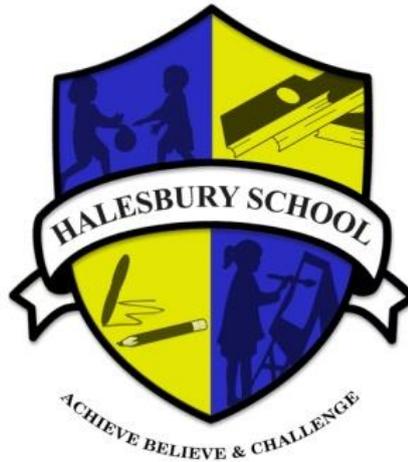


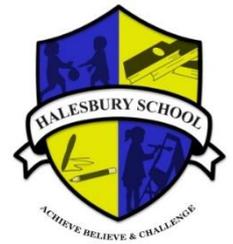
# HALESBURY SCHOOL



## ADMISSIONS POLICY

Policy for the attention of			
Audience	Key Audience	Optional Audience	Additional/Notes
Senior Leadership Team			
Teachers			
Teaching Assistants			
Administrative Staff			
Curriculum support			
Lunchtime Supervisors			
Site Manager			
Cleaners			
Governors			
Parents			
Website			
Local Authority			

Responsibility of	
Review frequency	
This version agreed	
Next review date	



## ADMISSIONS - Halesbury School

Parents and carers are welcome to visit the school by making an appointment in agreement with the Deputy Headteacher who works with the LA in admissions. Halesbury School caters for pupils who have moderate learning difficulties, complex communication difficulties, complex needs and speech and language difficulties. Places are recommended by the Local Authority to the school during or following the pupil's statement or EHCP process.

If a place is suggested, parents can telephone to arrange an appointment to view the school. Referrals can be from a number of sources such as The Local Authority, the early years team, other schools, other local authorities, enhanced nurseries, and assessment units.

Parents are warmly invited to look around the school, talk to the Head Teacher and Deputy Head teacher and can bring their child with them on a pre-visit prior to the school being named on a statement or EHCP.

Parents will be given a copy of the School's Prospectus during the visit.

The Deputy Head Teacher may contact a previous establishment and make a home or school visit if necessary.

Admissions dates are throughout the year. Reception aged children start in September. In some circumstances, phased induction may be necessary.

All pupils usually attend school on a full time basis.

When it is agreed to admit a pupil a number of general forms are completed including Medical, General Consent for outdoor activities, Pupil Information and the Home School Agreement.

Care plans may need to be written before entry to the school.

Parents may telephone or contact the school regularly during their child's initial settling in period and we can also speak by telephone and contact each other in the Home/School book.

**Requests by parents regarding transport arrangements should be Directed to Children's Services 01384 814301 and will be discussed at the care plan meeting with the school.**