

THE CEDAR FEDERATION

IFIELD SCHOOL

ADMISSIONS POLICY

Reviewed Date: Spring 2022

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| DATE | Amendments | | Page |
|------------|--|-------|-------------|
| 04/04/2022 | Changed review date | RT | Front cover |
| 04/04/2022 | Changed Executive Headteacher to Headteacher throughout document | RT | Throughout |
| 04/04/2022 | Added clause re COVID19 Risk assessment | RT | 9 |
| 04/04/2022 | Updated data for pupil numbers | TK/RT | 7 |
| 20/04/2022 | Changed wording in first paragraph to reflect the gradual phased transitions are available at Ifield School. | MJ/RT | 3 |
| 21/04/2022 | Changed wording to reflect KsENT wording on admissions guidance in last paragraph | MJ/RT | 5 |
| 21/04/2022 | Updated number of Occupational therapists employed by Ifield School. | MJ/RT | 8 |
| 21/04/2022 | Changes made during COVID-19 now removed and to be reviewed again September 2022 | MJ/RT | 9 |
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IFIELD SCHOOL ADMISSIONS POLICY

Whilst all schools are required to have an Admissions Policy governing the criteria for pupil selection and the process involved, the details governing pupil admissions for a Special School, such as Ifield are complex and vary from case to case.

These factors include:-

- The pupil will require an Education, Health and Care Plan (EHCP)
- Wishes of the parent
- The nature of the child's needs and previous educational experiences (if any)
- Pupils whose learning difficulties cannot be met in a mainstream school
- The recommendations of the referring body
- Kent Local Authority (LA) funds the school and all admissions are made through referral by the LA with the agreement of the Governors. This decision is delegated to the Headteacher.
- The suitability of Ifield for the pupil—pupil will have needs that can be met within the existing provision and staffing levels
- Pupils will be admitted when there is a vacancy within the appropriate Key Stage

Staff visit prospective pupils in their existing schools before they are offered a place to assess if their needs can be met, and that the placement is appropriate. The Early Years staff visit pre-school pupils at home. Parents and children are also given the opportunity to visit Ifield before being admitted. This is an important part of the transition process as it gives the pupil an opportunity to spend time within the classroom situation and also enables parents to meet the class teacher. Gradual phased transition can be arranged if individual pupils require., to enable a pupil to settle successfully into the school. For further information on admissions you may either contact the school 01474 365485 or the SEN Department on 03000 419345.

REFERRAL AGENCIES

There are a range of agencies who may refer a potential pupil to Ifield school in the field of health, social care, adoption and fostering.

Other schools and parents may also make informal enquiries to the school and be invited to visit before any formal procedure is instigated. These approaches are

welcomed by the school as it helps other professionals and carers to gain a clearer picture of the types of difficulties the school caters for without prejudice.

All potential pupils must either have or be in the process of assessment for an Education Health and Care Plan.

At Ifield School we provide for pupils with the following needs:

- Pupils with learning difficulties in the Profound, Severe or Complex range and pupils with communication and interaction needs
- Pupils with learning difficulties and additional speech and language difficulty or delay
- Pupils with Autism Spectrum Disorder, social communication difficulties
- Pupils who have complex learning difficulties and additional physical/sensory and or medical disabilities, visually impaired and hearing impaired
- Pupils who have severe or complex learning difficulties and need high levels of support for primary care

We are committed to developing language skills for all pupils as most pupils have speech and language needs detailed on their Education and Health and Care Plan.

The school and nursery (based at Kings Farm School) all at ground floor level and is ramped to give access to pupils with wheelchairs or who have difficulties walking on steps.

The Sixth Form College provision is based at North Kent College and is accessible for all students. Based at North Kent College in bespoke accommodation within the LINK centre (Learning with Ifield and North Kent) The LINK centre has a building and resources that have been specifically tailored to support learning and medical needs.

The School employs three full time Speech and Language Therapists, Two Occupational Therapists (one who works one day a week, and one who works two days a week) a full time Occupational Therapy Assistant, a Medical Assistant and a full time School Nurse through the Special Schools Nursing Service to support pupils with complex medical needs.

Physiotherapy is currently provided by the NHS for specific pupils.

The School works closely with specialist teachers to support pupils with hearing loss and visual impairment and to provide advice to teachers and support staff in meeting the needs of these pupils.

We provide a supportive and enriching environment where pupils are valued and encouraged. All aspects of school life are important to the learning process and a strong PSHE curriculum underpins all we do. Access to the National Curriculum for many pupils may be by working at early K Levels.

All pupils admitted to the school will have been authorised by the LA. These pupils may have been referred by other bodies and have appropriate EHCP but this will be discussed with the LA before admission.

REFERRAL AND ADMISSIONS PROCESS

Formal referral from LA

Consultation Papers forwarded to Ifield

Ifield checks for:

- a. Initial suitability
- b. Space in year group
- c. Pupil mix factors.

Informal referral

Telephone discussions or
Informal visit

Referral agency or parents
contacts Area Office

Formal visit arranged

a. Observation/Assessment.

- Area Office informed of decision.
- Area Office to contact parents and if required arrange transport.

There are a number of other actions that a referring agency, a parent or Ifield school can take within this broad framework. These might include more than one visit, home visits, visits by Social Worker or other professional currently involved with a pupil and closer liaison with a referring school, such actions are at the discretion of those concerned.

The process of admission may vary. For some, a transition programme will be planned to gradually familiarise pupils to their new school and the specific arrangements for them. For others, their transition may be planned to include part-time attendance increasing to full-time. In all cases, admissions are carefully and jointly planned with parents to match specific pupil needs.

Ifield School offers flexibility and individually tailored education for pupils. All pupils at Ifield School will have an EHCP in place which is maintained by their local education authority. The EHCP will outline each pupil or student's individual special educational needs and the educational and non-educational provision required to meet those needs. The EHCP will also name Ifield School as the appropriate placement to provide for the child's additional educational needs. All pupils at Ifield School have a range of needs including Profound, Severe and complex Needs as agreed by the DfE.

Refusal of Admission

The Governors reserve the right to refuse admission in the following cases:

- The agreed bought places number is fully subscribed and admitting pupils over this number would be incompatible with the provision of efficient education or the efficient use of resources
- Where the school would be unable to meet the needs of the pupils in terms of specialist resources, levels of care, therapies and expertise
- Where the admission of a pupil would compromise the health and safety of pupils and/or staff within the school, or, would seriously compromise or disrupt the education of pupils already within the school
- Pupils with high levels of challenging behaviour, whose behaviour could not be managed from within provided staffing, resources and funding

The refusal of admissions is delegated by the Governing Body to the Headteacher although the right of appeal remains with the Local Authority.

Curriculum Entitlement

- At Ifield School all pupils have access to a broad and balanced curriculum
- Pupils have access to the full range of National Curriculum subjects, which will be differentiated according to individual need
- The school focuses upon the strengths of all pupils, aiming to make all individuals confident, happy and to achieve success
- All achievements are celebrated
- All teaching is in very finely graded steps with frequent opportunities for revisiting and reinforcement of learning
- There is whole school approach to curriculum planning and assessment
- All progress in core areas of English, Maths and Science is assessed against national criteria. The School use KsENT Levels (K Levels) to show routes for learning.

SEND Report

The school has a comprehensive SEND report which underpins teaching and learning. Parents are welcome to have access to the full document.

Key Principles

Ifield School is dedicated to providing a broad, relevant and balanced curriculum based on the special educational needs of individual pupils.

The School's provision ensures maximum access and attainment within and beyond the National Curriculum (NC) by deploying available resources such that pupils receive the support and have the opportunities required to foster their personal, social, cultural, moral and educational development.

It is our aim to ensure that pupils are provided with life-long learning opportunities and therefore leave the school best equipped to succeed in the next stage of their lives whether that be reintegration into mainstream school, Further Education (FE) or employment.

The Ifield ethos and culture effectively provides pupils with an environment which allows them to embrace their academic, moral and social needs in a way that individual pupil support in the mainstream is not able to do.

It is Ifield School's aim to work in partnership with pupils' parents/carers and external agencies to provide for special educational needs.

Numbers for 2021/22

Organisation

Total number of pupils: 267(not including Nursery)

The school is organised into Five Key Stages (KS):

| Early Years and KS1 – 5 classes | Pupils per class |
|---------------------------------|------------------|
| Nursery | |
| Cedar | 16 |
| Rowan | 12 |
| Ash | 10 |
| Beech | 10 |

| KS2 – 7 classes | Pupils per class |
|-----------------|------------------|
| Cherry | 11 |
| Oak | 11 |
| Hazel | 13 |
| Sycamore | 11 |
| Willow | 11 |
| Chestnut | 11 |
| Maple | 11 |

| KS3 – 6 classes | Pupils per class |
|-----------------|------------------|
| Magpie | 12 |
| Robin | 13 |
| Woodpecker | 12 |
| Hawk | 14 |
| Kingfisher | 12 |

| KS4 –3 classes | Pupils per class |
|----------------|------------------|
| Owl | 12 |
| Kestrel | 11 |
| Swan | 12 |

| KS5 – 3 Sixth Form classes based at North Kent College | Pupils per class |
|--|------------------|
| Darenth | 15 |
| Thames | 14 |
| Medway | 13 |

Staffing

Ifield School employs 33.5 Full Time Equivalent (FTE) qualified teachers, including the Headteacher, Deputy Director and 3 Assistant Headteachers. The teacher pupil ratio is 1 to 7 pupils.

We have full time equivalent of 83.5 Teaching Assistants, including one part-time Midday Supervisor. We also have three full-time Speech and Language Therapists, one casual relief Speech and Language Therapist, one full-time Occupational Therapy Assistant, one full-time School Nurse employed by the Special Schools Nursing Service and one part-time Medical Assistant. The school also employs two Occupational Therapists, one works one day each work and one works two days each week.

The average adult to child ratio is 1 adult to 2 pupils. The ratio may vary slightly from class to class taking into account the age and complexity of needs of the pupils.

Staff have a wide range of specialist knowledge and experience to deliver an appropriate curriculum to pupils with moderate to complex learning difficulties.

We have an ongoing programme of professional development to ensure that staff maintain and develop their professional expertise.

Inclusion

We aim that pupils will have inclusion opportunities during their time at Ifield School where this is appropriate.

We work with several local schools to promote inclusion. These opportunities for inclusion often focus on activities where our pupils can integrate with their mainstream peers on equal terms.

Our Woodland provides abundant opportunities for collaborative work with other schools.

The School Day

Our day begins at 8.45 with registration. During break there are separate play areas for primary and secondary pupils including a playground with climbing equipment and a safety surface. During lunch pupils remain in school and are joined by staff while they have their lunch to help develop pupil's independence and communication skills. The school day finishes at 3.30, however we do provide a wide variety of after school clubs.

| Years R – 6 | | Years 7 – 11 | |
|----------------------|--|----------------------|--|
| 8.45 - 9.15 | Early morning work, Registration & Activate | 8.45 - 9.15 | Early morning work, Registration & Activate |
| 9.15 - 9.55 | Lesson 1 | 9.15 - 9.55 | Lesson 1 |
| 9.55- 10.25 | Lesson 2 | 9.55 – 10.35 | Lesson 2 |
| 10.25 – 10.35 | Snack | | |
| 10.35 - 10.50 | Break | 10.35 - 10.50 | Break |
| 10.50 - 11.30 | Lesson 3 | 10.50 - 11.30 | Lesson 3 |
| 11.30 - 12.00 | Lesson 4 | 11.30 - 12.00 | Lesson 4 |
| 12.00 - 12.30 | Lunchtime play | 12.00 - 12.30 | Lunch |
| 12.30 – 12.40 | Preparation for lunch | 12.30 – 12.50 | Lunchtime break |
| 12.40 – 1.15 | Lunch | | |
| 1.15 – 1.30 | Registration and Guided Reading | 12.50 – 1.20 | Registration & Guided Reading |
| 1.30 - 2.05 | Lesson 5 | 1.20 - 2.00 | Lesson 5 |
| 2.05 - 2.40 | Lesson 6 | 2.00 - 2.40 | Lesson 6 |
| 2.40 - 3.00 | Assembly | 2.40 - 3.00 | Assembly |
| 3.00 - 3.30 | Tutorial | 3.00 - 3.30 | Tutorial |

At the end of the day, the pupils are taken to the school hall and music room and are escorted to their buses or taxis by staff. Pupils collected by parents are also met in the school hall and music room. **To be reviewed September 2022**

We have many off-site visits and these mainly take place within normal school hours. If there are any off-site visits that extend beyond the normal school day you will be given

advance notice.

Single Equalities Scheme Impact Assessment

This policy has been developed to ensure that there is no negative or adverse impact on any individual or group in terms of disability, race, belief, gender, sexual orientation or age. All opportunities for potential positive impact on individuals, groups and the community are embedded within the ethos, vision and values of the school.

Ifield School is committed to achieving Best Value in all decisions made. We use the principles of Best Value as they apply to securing continuous improvement in this school.

Reviewed Date: Spring 2022

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Signed by Chair of Governors:.....

Signed by Headteacher:.....

Signed by Finance & Resource Management Committee Chair: