



# THE LADY BYRON SCHOOL

THE CEDARS - 11 HIGH STREET, FLECKNEY, LEICESTERSHIRE, LE8 8AJ.

INFO@LADYBYRONSCHOOL.CO.UK

## Admissions Policy

The Lady Byron School



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<b>Approved by:</b>	Alison Siddons	<b>Date:</b> July 2024
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## 1. Purpose

1.1 The Lady Byron School is an independent special school which provides education for primary and secondary age children diagnosed with autism and hold an Educational Health care Plan (EHCP).

## 2. Definitions

2.1 "The school" and "LBS" means The Lady Byron School

2.2 "Parent" refers to parents, carers / legal guardians.

## 3. The Referral Process

3.1 Once there has been a referral requesting a place at The Lady Byron School, the Proprietor and members of the senior leadership team will request the following information:

- An up-to-date Education, Health and Care Plan (EHCP)
- Any information from reviews held at the young person's most recently attended educational setting
- Any reports deemed appropriate from professionals involved with the young person
- The parents/carers of the young person in question will also be invited to visit the school and to meet designated members of school staff. There will also be a decision as to whether the young person themselves will benefit from a visit to the school.

## 4. Criteria of Admission

4.1 When making a decision on the suitability of a prospective young person attending The Lady Byron School, the following criteria apply:

- The young person must be between 10 and 17 years of age initially.
- Have a diagnosis of Autism
- Have an Education, Health and Care Plan (EHCP)
- Be deemed to be suitable for the curriculum provided by The Lady Byron School.



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## 5. Funding of placements

5.1 All young persons attending The Lady Byron School will be funded by the local authority in which they reside. It is therefore essential that the named local authority give their agreement of the placement in writing.

## 6. The Admission Process

6.1 Before a young person is officially placed on roll at The Lady Byron School, the following process will have been followed:

- If a local authority recognises that a child's needs will best be met by our expertise, they will make a referral to us. Alternatively, parents can contact the school directly to book a meeting to view the school. They can do this via the school website.
- If parents are interested in a place for their child, The Lady Byron School may request to see the EHCP and any relevant professional reports.
- Where a child is currently attending a different school or educational provision, a member of staff will aim to visit that setting to observe the child. This is to aid in the assessment of whether The Lady Byron School is able to meet the needs of the child.
- The young person may be invited into The Lady Byron School for further informal assessment. This informal assessment will usually include attending for a minimum of half a day and joining in classes with prospective peers.
- The aim of the informal assessments is to establish an understanding for how the young person reacts to the environment. Occasionally the placement may not be suitable if a learner does not have an appropriate peer group. Following an informal assessment, The Lady School will feedback to parents to inform if the school feels able to meet the needs of the child as outlined in the EHCP.

## 7. Admission Numbers

7.1 The Lady Byron School will resist admission where it is considered such admission would be incompatible with the efficient education for other young people.

7.2 Following an assessment by the school of the potential impact of admission, applications will be considered on a case-by-case basis. Where the school's agreed and preferred maximum number of learners in any one year group is exceeded The Lady Byron School will not accept further admissions for that year group. On occasion, this may mean that children of certain age groups cannot be admitted even when there are vacancies in other parts of the school. The maximum number of young persons The Lady Byron School would take is 25 young persons.



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## 8. Naming The Lady Byron School in an EHCP

8.1 The Lady Byron School is not a section 41 school. Where a local authority intends to name The Lady Byron School in an EHCP and have notified The Lady Byron School of this, the Proprietors, or Headteacher will respond to this request within 15 days. In considering incompatibility, the Proprietors or Headteacher will have regard to, whether any reasonable steps might be taken to avoid incompatibility, relevant statutory guidance and the health and safety of other learners and staff.

8.2 Where the considered view is that the naming of The Lady Byron School is not appropriate, the decision and reasons will be sent in writing to the relevant local authority.

8.3 Should a parent or guardian of a child appeal to the SEND Tribunal to request that The Lady Byron School is named in the EHCP, The Lady Byron School agrees to be bound by the decision of the Tribunal, if The Lady Byron School is able to fully meet the needs of the child..

## 9. Terminating a student's placement at Lady Byron School

9.1 The Lady Byron school reserves the right to terminate the placement of a student by giving the appropriate number of weeks' notice as stated in the Local Authority IPA.

9.2 The School may terminate a child's Placement Agreement by giving a maximum of 12 weeks notice to quit in the event of the following:

9.2.1. Monies due for the cost of placement not being paid within 30 days of the due date.

9.2.2. In the opinion of the School's management and staff the child is displaying challenging behaviour to the extent that:

- The School is unable to provide the necessary specialist care to cope with such behaviour
- The child poses a very real threat / danger to the health, safety and security of the School
- The Education and Care of other children is jeopardised and is continually disrupted
- The School is unable to support complex medical / health care needs of a child
- The School is unable to support the mental health needs of the child
- The School is unable to support the complex manual lifting and handling issues
- Issues regarding appropriate medication
- Issues concerning special dietary needs which cannot be supported by the school
- The School is unable to deliver or is restricted from delivery of programmes, education and care within the philosophy and practices of the school for any of the following reasons:
  - lack of consents for timetabled activities
  - lack of consent for medical treatment



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- lack of registration with the School's G.P.
- extended home visits which interfere with schooling,
- lack of consents for use of physical interventions,
- breakdown in relationship between school and home,
- any other reason which concludes in an irretrievable breakdown of the placement and an inability for the school to deliver a programme of care and education in accordance with the School's established philosophy and practices.

9.3. A Statutory Notice being served upon the School by an appropriate Authority that requires the School to terminate contracts

9.4 In exceptional circumstances, the School may reduce the period of notice to quit. This can happen in the event of:

- The child displaying such challenging behaviour (or other factors relating to the child) that, in the opinion of the Proprietor, Senior Leadership Team, the safety and security of the child, School, other children and staff are severely compromised. In such cases the Registration Authority will be kept continually informed of the situation, the circumstances, and the action taken. The period of notice to quit can be reduced to 28 days.

9.5. The School receives a Statutory Notice from the Registration Authority, which may stipulate reduced periods of notice to quit.

9.6 A child reaching 17 and during the period of search for post 17 placement.

9.7. The local authority or wins a tribunal to move the student to an alternative placement. The school will follow the guidance outlined in the court summary after the tribunal.

9.7.1 . In such cases the following procedure will be followed:

- The School will notify the social worker and the LEA/SEN representative so that a meeting can be convened to discuss the matter with the parents.
- The School will offer assistance where possible in identifying a suitable alternative.
- The School will offer support to prepare the child for transition.

## 10. Policy Review

10.1 This policy will be updated as necessary to reflect best practice and to ensure compliance with any changes or amendments to relevant legislation.

10.2 To ensure effectiveness, this policy will be monitored and evaluated through staff training and discussion.

10.3 Incidents will be logged and reviewed, and all staff made aware, in order to demonstrate success.

10.4 This policy was last reviewed in August 2024



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## 11. Version History

Version Number	Point Number	Amendment