

# PHOENIX COLLEGE



# ADMISSIONS POLICY

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| <b>Role:</b>               | <b>Headteacher</b>                              |
| <b>Approved by:</b>        | <b>The Full Governing Body and Reading SEND</b> |
| <b>Date:</b>               | <b>March 2018</b>                               |
| <b>Next review due by:</b> | <b>September 2018</b>                           |

## **Introduction**

Phoenix College's mission is to recognise each and every one of our students as individuals, and to nurture their potential, developing the whole child by challenging and supporting them, intellectually, emotionally, socially, and physically.

**Phoenix College is a special school serving the needs of students who have an EHCP for Social, Emotional and Mental Health Needs. (SEMH)**

**Phoenix College provides education for students at secondary school age (11 -18)**

**Currently we are unable to enrol girls at Phoenix College.**

## **Definition of Special Educational Needs:**

"Special Educational Needs (SEN): A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her. A child of compulsory school age or a young person has a learning difficulty or disability if he or she has a significantly greater difficulty in learning than the majority of others of the same age, or has a disability which prevents or hinders him or her from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions." (Code of practice January 2015)

## **PROCEDURE FOR ADMISSION**

The Special Education Needs Department at Reading Borough Council administers all referrals to Phoenix College. Students with EHCPs are considered by RBC SEN Advisory Panel, who determines the appropriate form of provision for a decision to place the student at Phoenix College. Other Local Authorities must consult for a place with Reading Borough Council with a copy of the consultation paperwork sent to Phoenix College who will provide a decision to the other local authorities.

If the RBC SEN Advisory Panel considers Phoenix College as an appropriate placement, the advice received for assessment will be forwarded to the Headteacher.

This should include background information, containing evidence of level of functioning, including an Educational Psychologist's report no more than eighteen months old, along with a draft or final EHCP, in cases where evidence is poor the School or LA will request updated information from the referring Local Authority.

If for any reason the Headteacher, acting on behalf of the Governing Body, considers that the placement is not appropriate, then the school will request that the RBC SEN Advisory Panel reconsiders. However, the SEN Code of Practice states that Reading Borough Council can direct the Headteacher to accept a student. Other Local Authorities are not allowed to direct Phoenix College without permission from Reading Borough Council.

The school will arrange a meeting to allow the parents and students to view the school.

After a successful visit, should parents and the LA agree that Phoenix College is the appropriate placement, and the child meets the admissions criteria, a date for full admission will be arranged accordingly and details of transport confirmed (where relevant).

**Please note:**

There is no automatic entitlement for students with an Education Health and Care Plan to school transport.

However, transport can be provided if the student lives further than the statutory walking distance from the school and attends the nearest suitable special school, which has been agreed by the Local authority as being able to meet their needs

The statutory walking distances are:

- 2 miles from the school if they are under the age of 8
- 3 miles from the school if they are 8 years old or older.

The statutory walking distances are measured by the shortest available walking route. If the student lives under the statutory walking distance but his needs would mean it was unsafe for him to walk even when accompanied by an appropriate adult, then transport may also be provided. Once the home visit has been completed the school will complete relevant forms and advise that transport has been requested.

Before the student is admitted the student must have an Education, Health Care Plan (EHCP) which will both name Phoenix College and details of the provision it offers.

**Attendance**

Phoenix College is a secondary school provider and delivers a broad and balanced curriculum.

Students at Key Stage 4 study for a range of GCSE and vocational qualifications.

Phoenix College only offers a full time placement, which means students are expected to attend full time.

Exceptions will only be made when supporting students to transition to Phoenix College or when a school refuser is being supported to return to school.

If attendance falls below 90% the Education Welfare Officer will follow procedures in conjunction with the School Care Officer. Placing Authorities will need to send representations to the Attendance Panel and work to offer solutions to students with 0% attendance for longer than six weeks.

**Other factors that are taken into consideration**

- a. A student will only be admitted if it is deemed that the placement will not destabilise or break down the fabric/organisation or ethos of the school.

- b. A student will only be considered for admission if there are no siblings or close relatives already at the school, who may cause the placement to break down.
- c. Students will not routinely be admitted in Year 10 or Year 11 as students will have already started their GCSE studies in Year 9 (Three year GCSE provision).  
Historical evidence indicates that students admitted at this late stage often do not succeed, particularly if the placement is not made at the start of the academic year. Year 10 students will not be enrolled routinely after the first half term of Year 10. It is the policy of the school not to admit students during their final year of compulsory schooling.
- d. A visit to the home environment may be required before a placement is offered. This will be carried out by the School Care Officer.
- h. A student may be admitted on an Assessment Placement (dual registered) if a request is made appropriately to the school by Reading Borough Council or via a request to Reading Borough Council by the placing LA.