



## Admissions Policy

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<b>Date of last review:</b>	Spring 2020	<b>Date of next review:</b>	Spring 2022
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### Policy review dates and changes

Review date	By whom	Summary of changes made	Date implemented

<b>Signed</b>		<b>Designation</b>	Chair of Governors
<b>Name</b>	Janet Hall	<b>Date</b>	Spring 2020



## 1. Introduction

Royal School for the Deaf Derby is an inclusive school in culture policy and practice and the Admissions Policy reflects this

We admit severely and profoundly deaf children between ages 3 and 19, including those with cochlear implants and visual impairments, who can benefit from the educational environment here. The school may sometimes admit children with additional disability or communication impairments if they can benefit from our approach and environment. The maximum number of places is 141.

## 2. Aims

- To ensure that children and young people are offered a placement in an open and fair way.

## 3. Implementation

**Consideration of a placement at RSDD by the LA** (Normal admissions to Primary, Secondary or Post 16 department)

- In the normal admissions round parents / carers apply to the local authority in which they live for places at their preferred schools. Parents are able to express a preference for at least three schools. The application can include schools outside the local authority where the child lives.
- All preferences are collated by the LA and parents / carers then receive an offer from the local authority. For secondary schools, the offer is made on or about 1 March (known as National Offer Day) in the year in which the child will be admitted. For primary schools, the offer is made on or about 16 April, in the year in which the child will be admitted.
- Parents, and in some circumstances children, have the right to appeal against an admission authority's decision to refuse admission. The admission authority must set out the reasons for the decision, that there is a right of appeal and the process for hearing such appeals. The admission authority must establish an independent appeals panel to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal the school is required to admit the child.
- Placement can be made at any point during the school year

### **Admission of children below compulsory school age and deferred entry to school**

Admission authorities must provide for the admission of all children in the September following their fourth birthday.

- A child is entitled to a full-time place in the September following their fourth birthday
- The child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made
- Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

### **Admission outside normal age group**



Parents / carers may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Admission authorities must make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the

- parent's views
- information about the child's academic, social and emotional development
- where relevant, their medical history and the views of a medical professional
- whether they have previously been educated out of their normal age group
- whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- RSDD views
- We look to continually improve the accessibility of our environment.

### **Assessment for placement**

- Placements can be made throughout the school year.
- Following an initial visit, children are assessed to see if the school can meet their communication, educational, physical and social needs. This involves assessments by the Audiologist, Speech and Language Therapist, BSL Tutor, Nurse, class and/or subject teachers and care staff. Other specialist reports/assessments from eg Educational Psychologist, Occupational Therapist, may also be sought.
- After the initial assessment, a decision is made as to whether a place should be offered, and what support and therefore fee band is needed for the school to be able to meet the child's need. Outcomes of multi-disciplinary assessments are transferred to the School's matrix of need to determine a fair fee level in the fee structure. The offer and rationale for the fee level is communicated to parent/carers, LAs, agencies as appropriate.

### **School Placement**

- The first term of any placement is considered to be part of an extended assessment. A review will take place towards the end of that term to determine if the placement is still appropriate to meet the child's needs.
- Residential pupils will have a 'settling in' meeting within 4 weeks of their placement.
- Pupils enter the Primary Department in the term in which they are 5.
- All arrangements are considered at Annual Reviews/EHCP Reviews including the banding or fee level.

### **Placement Review**

- A settling in review will take place within a month of a child or young person joining residence. Parents/carers and LA will be invited to this. Minutes will be taken and circulated.
- A review will take place towards the end of the first term to determine if the placement and fee band is still appropriate to meet the child's needs.

### **Appeal**

See Appendix 1 – Flow Chart

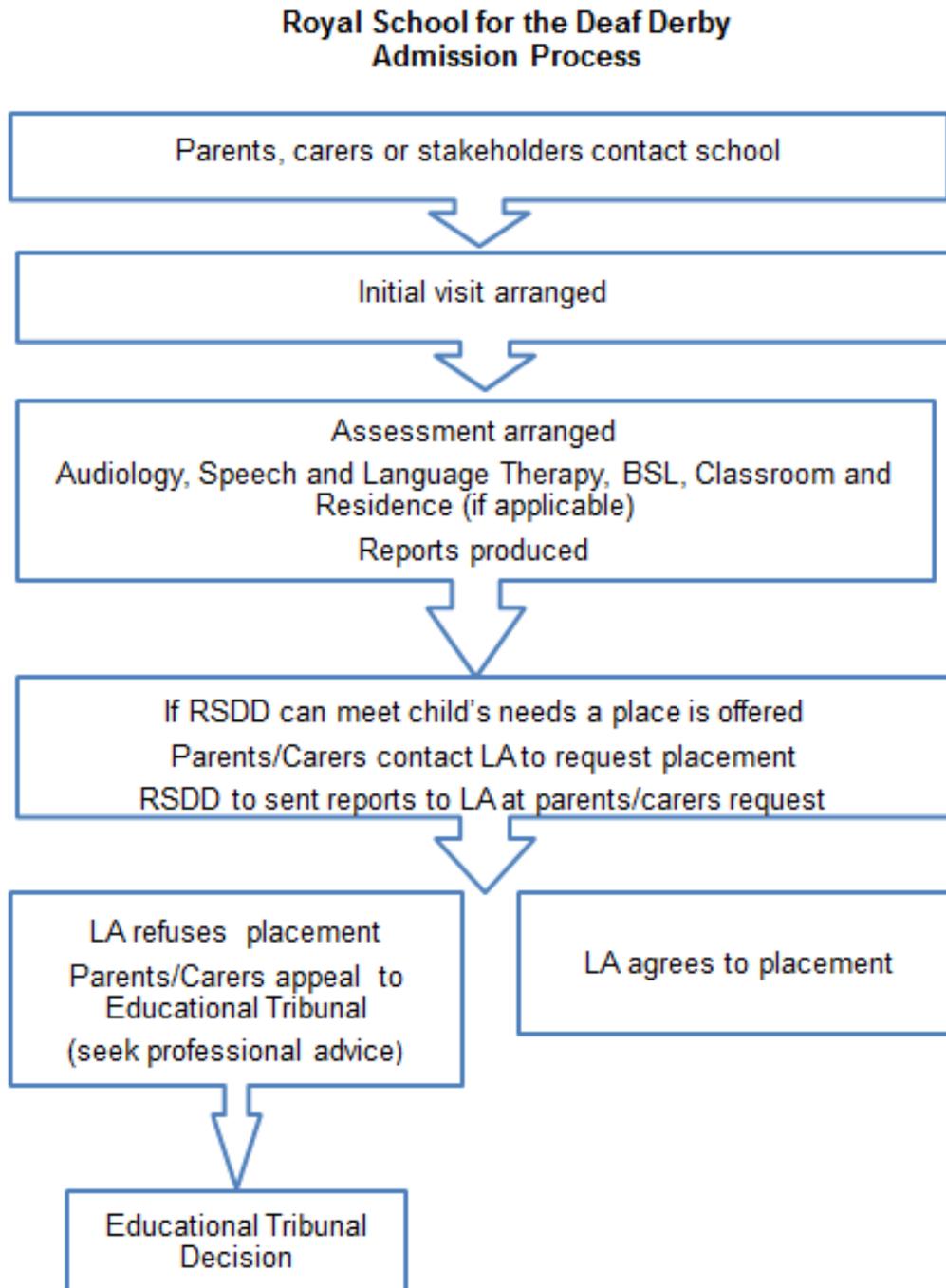


### **See also**

- Vision statement
- DfE School Admissions Code (December 2014)  
<https://www.gov.uk/government/publications/school-admissions-code--2>
- Equality Act 2010 <http://www.legislation.gov.uk/ukpga/2010/15/contents>
- Human Rights Act 1998 <http://www.legislation.gov.uk/ukpga/1998/42/contents>
- School Standards & Framework Act 1998  
<http://www.legislation.gov.uk/ukpga/1998/31/contents>



## Appendix 1 Admission Process



### Settling in Review

A Settling in Review will be held within the first month if a pupil is residential, or the first term as a day pupil. A Placement Checking Review can also be called by RSDD, Parents / Carers or the Local Authority / any other specialists at any time.