



# **GOVERNORS' POLICY ON ADMISSION TO SCHOOL**

**September 2012**

## **GOVERNORS POLICY ON ADMISSION TO SCHOOL**

As a County Council School, Chadsgrove is subject to the County's Policy on School Admissions (Appendix 1).

Chadsgrove is a Special School which caters for pupils aged 2 years – 19 years whose Special Educational Needs arise from their physical disability. The school is listed with the Department for Education as a Special School for Pupils with Physical Disabilities. There is also specialist resource provision for a small number of pupils who have sensory impairments in addition to their physical handicap. The School accepts pupils with mild, moderate, severe and specific learning difficulties in addition to their physical disabilities, but it is not equipped to cater for pupils with emotional and behavioural disorders.

All pupils at the school have a Statement of Special Education Need – or are awaiting final completion of a Statement which will identify Chadsgrove School as the school at which the child's Special Educational Needs can be met.

Priority will be given to pupils living in the County of Worcestershire who live within reasonable travelling distance of the school, e.g. Redditch, Bromsgrove, Rubery, Kidderminster and Droitwich. In addition a number of extra-district pupils from the surrounding area have and will be admitted when places are available, e.g. Dudley, Solihull, Birmingham, Warwickshire and Staffordshire.

A significant number of pupils attend Chadsgrove School after a period in mainstream schools, whilst others have left Chadsgrove to attend mainstream or other Special schools depending on their progress. These decisions are made as part of the Annual Review process of the child's statement.

Parents who wish to have their child considered for admission to Chadsgrove School are urged to visit the school to discuss the possibilities with the Headteacher. The School Brochure and an Information Leaflet are available on request to interested parents. The School would be reluctant to accept a child if the parents were unhappy with the placement.

Before a pupil commences at the school the parent(s) are required to visit briefly to furnish essential medical details and complete the necessary consent forms to enable their child to participate fully in school activities. (Appendix 2).

All pupils will be offered transport to school daily if their respective LA agrees. Pupils in Post 16 are required to pay for this. (In some situations where Chadsgrove is not considered by the LA to be the nearest suitable placement, transport may not be offered).

## **LIST OF APPENDICES:**

- Appendix 1: Admissions Policy for County Maintained Special Schools
- Appendix 2: Copies of the following Consent Letters:  
Emergency contact details in cases of bad weather  
Consent for immediate medical treatment  
Hospital appointments, medicines etc.  
Hydrotherapy/Swimming Pool permission letter  
Home-School Agreement  
Photo Permission Letter  
Chadsgrove Uniform order form  
Information about Data Protection  
Worcestershire Policy on Family Holidays during Term Time

## **EVALUATION**

The context within which the above policy operates and/or the areas of the curriculum within it applies demand that the policy is reviewed at suitable intervals.

Signed .....  
Mr. O. Cook – Chairman of Governors

Date .....

Reviewed .....  
Chair of Governors

Date .....

Reviewed .....  
Chair of Governors

Date .....

## **Section 15**

### **Admissions Policy for County Maintained Special Schools**

#### **General Principles**

1. The LA is the admissions authority for county maintained special schools. The LA will exercise its powers in close consultation with Heads, Governing Bodies and families having regard to the pupils involved and with due regard to the relevant specialism of the special school provision.
2. In the case of a pre-school pupil, he/she should only be considered for a place if she/he meets the set criteria for a specialist nursery/assessment centre or has a statement of special educational needs.
3. A pupil will only be considered for a place in a school, which is deemed appropriate by the LA to meet his/her stated special educational needs.
4. A pupil will only be considered for a placement in a special school following consultation with his/her parents or guardians. There may be occasions when a pupil is placed in a special school on the direct of the SEN Tribunal.
5. If no vacancies exist, a pupil will be placed on the waiting list of a special school(s). When a vacancy occurs, the LA in consultation with the Head of the School will consider the needs of all pupils on the list. The LA will offer a place to the pupil who is perceived as having the greatest need. The time that a pupil has been on a waiting list will be a factor but not necessarily the most pressing one.
6. Wherever possible, account will be taken of the class and school organization so that vacancies are filled promptly in order to make the most efficient use of resources.
7. The proximity of the pupil's home to the school is an important determinant in the offer of a place. The LA must consider the efficient use of resources with particular reference to any additional costs incurred, for example, relating to transport.
8. The filling of places needs to equate with the number of planned places purchased. Either there is a place within the planned place values under LMSS or, if these are exceeded, the purchase of an extra place(s) must be agreed by the SEN Service Manager prior to any indication or offer made to a parent and child.
9. No offer of admission will be made without prior consideration of the financial implications for the LA.
10. Where the LA has made a statement of special educational needs which cites special school provision, it has a legal duty to implement. In most cases the timing of any placement will be discussed/negotiated with the parent and the schools involved. In the statement of a child who does not currently attend a special school, it may be helpful to record that a placement in a special school will be considered when an appropriate vacancy occurs. The LA may wish to purchase a place in exceptional cases if a vacancy cannot be immediately identified.
11. A pupil's case for placement in a county maintained special school may be considered at any stage of the year. A pupil may be admitted at the beginning of a school term and every attempt will be made not to make mid-term placements.

12. An exceptional placement may be made immediately with the approval of the SEN Service Manager where it is thought that the pupil and/or his/her peers are at risk or where a pupil moves into the county from another LA.
13. The places purchased are to be considered as their **full-time equivalent quota** thus if pupils are attending on a part-time basis, the sessional attendance at the school will be added in order to arrive at this equivalent figure. For example, three pupils who attend on a 0.2, 0.5 and 0.3 basis equate to a 1 full-time place. In this case, they are not to be considered as three individual full-time places just because three pupils are involved.
14. Each year, places will be determined as part of the LMSS procedures. Each special school is aware of its full-time equivalent quota of places and current number of pupils on roll. The school should notify the LA immediately when a vacancy occurs and the LA should maintain a record of pupils registered in each special school.
15. Headteachers of Special Schools should refer any request from parents or any other source for a place in their school to the SEN Service Manager in the first instance so that the procedure below can be applied in all cases.
16. Where a parent visits a special school the Headteacher should not indicate whether places are available until discussion with the SEN Service Manager has confirmed this situation.
17. Any proposed arrangements for the transfer of a child from a maintained special school to another school should be fully discussed through the Area Assessment Officer in the first instance. There will be a need for the proposed transfer to be considered at an Annual Review meeting where the recommendations from other agencies can also be considered.
18. Where a parent requests a place in a special school in another LA, the SEN Service Manager will consult with the LA concerned in order to ascertain whether or not an appropriate place is available.
19. Exclusion does not constitute an intervention and therefore excluded pupils do not necessarily have special educational needs.

# *Chadsgrove School*

## *& Specialist Sports College*

Headteacher:  
DEB RATTLEY M.Ed., B.Ed, NPQH

MEADOW ROAD,  
CATSHILL,  
BROMSGROVE,  
WORCS.  
B61 0JL

Telephone: 01527 871511  
Fax: 01527 579341  
Physiotherapy: 01527 578216  
Occupational Therapy: 01527 831054  
Speech & Language Therapy: 01527 831054  
Email: [office@chadsgrove.worcs.sch.uk](mailto:office@chadsgrove.worcs.sch.uk)  
Web Site: [www.chadsgroveschool.co.uk](http://www.chadsgroveschool.co.uk)

Dear Parents

In cases of the weather making it necessary to alter our transport arrangement e.g. possibly having to send the pupils home early from school, I would ask you to please complete the slip below and return it to school as soon as possible.

Naturally if we found it necessary to send the pupils home early we would make every effort to contact you first, but in the event of your not being available this would be impossible.

Would you please, therefore, give the address of a relative or neighbour living close by who would be prepared to accept your child from the taxi or bus and be responsible until your return. Needless to say I would only contemplate taking such action in exceptional circumstances of weather, failure of heating system etc.

These details are essential to us in case of other unforeseen emergencies e.g. severe illness or taxi breakdowns etc.

Yours sincerely,

Deb Rattley  
Headteacher

PS: Please advise us immediately of any changes to these details.

Name of Child: ..... D.O.B.: .....

Address: .....

Home Telephone No.: .....

Mother/Father's Work Telephone No.: .....

Ethnicity ..... Home Language ..... Religion .....

Name of Relative/Neighbour: .....

Address: (to which child may be sent if necessary in an emergency) .....

Telephone No.: .....

Signed: .....

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Dear Parents,

It is sometimes necessary for a child to receive immediate medical treatment and undergo an examination with minimum delay. Whilst we would normally make every effort to consult you, there are times when this is not always immediately possible.

I am sure that you would wish us to be able to meet every emergency as far as your child's health is concerned and I would ask you therefore, to complete the slip below and return it as soon as possible.

Yours sincerely,

Deb Rattley  
Headteacher

 .....

I ..... being the parent/guardian of  
..... give permission for the medical staff at the  
school to undertake or supervise any treatment which they consider to be  
beneficial to the well being of my child and for his/her examination by visiting  
consultants in emergencies.

I also agree to him/her being treated at the local hospital in cases of  
emergency.

Date ..... Parent/Guardian .....

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Dear Parents

### **HOSPITAL APPOINTMENTS, MEDICINES ETC.**

I would be grateful for your co-operation in the following matters:

When you are notified of a hospital appointment for your child would you please let us know in good time exactly who it is your child is going to see and for what reason. There may be some issues we might like to ask of the doctor or surgeon concerned. We can then either write to them direct or possibly ask you to take a letter for us. However, we can only do this if we know of your appointment well in advance.

Secondly, if your child has to be put on medicines or drugs of any kind, including eye drops, nasal sprays and inhalers, or if the dosage is changed for any reason, and these have to be given to the child in school, the drug co-operation card must be completed by your doctor, and the bottle labeled with full details of dosage, and time to be given. I fully appreciate that the escorts and drivers may be reliable to carry verbal messages, but with drugs or medicines, the school nurses have to comply with strict guidelines of the Health Care Trust.

If there are any queries on these matters please contact myself, school nurse or the Physiotherapists.

Thank you for your co-operation.

Yours sincerely,

Deb Rattley  
Headteacher



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Dear Parents

Our school's hydrotherapy/swimming pool is an important resource which we want your child to benefit from whilst at Chadsgrove School.

Normally pool sessions are the same day each week and your child's class teacher will inform you of these in advance. Some pupils will have hydrotherapy sessions in addition to these, and of course, you will be made aware of these. Various swimming awards and certificates are attempted by all our pupils.

I need to have your written consent for your child to participate in the school pool sessions, so please complete the attached slip and return it to me at school. Do contact me if you have any queries regarding this activity.

Two final points – if for any reason your son/daughter is unable to swim on a particular day, please send in a WRITTEN note to the class teacher. As the pool is very warm (96 degrees F generally) it would need to be a very heavy cold etc. for swimming to be missed, in which case the likelihood is that your child is probably better off at home recovering from this illness anyway. Please send a swimming costume and large towel (with your child's name attached) into school on swimming days.

Yours sincerely,

Deb Rattley  
Headteacher

I give my permission for my child ..... to  
participate in pool sessions at Chadsgrove School.

Signed ..... Parent/Guardian      Date .....

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Dear Parents,

All schools are required to pass on the attached information about data protection to parents of pupils attending the school.

Please contact me if there are any queries and I will try my best to answer them.

Yours sincerely

Deb Rattley  
Headteacher



# HOME-SCHOOL AGREEMENT

## 1. THE PARENTS

I/We shall try to:

- Ensure my child attends school regularly and is ready for the transport each morning.
- Attends Parents Evenings/Annual Reviews, Medicals and Orthopaedic Clinics as appropriate.
- Support my child with any homework or other opportunities for home-learning.
- Let the school know about any concerns and problems that might affect my child's progress or happiness in school.
- Label my child's clothes including swimming costume and towel.

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_

## 2. THE PUPIL

I will:

- Try my very best at school.
- Try to complete any work sent home on time.
- Be helpful in getting ready for the school transport.
- Be friendly, helpful and polite to other pupils and staff at school.

Pupil or Parent's signature \_\_\_\_\_ Date \_\_\_\_\_

## 3. THE SCHOOL

We will:

- Do our best to meet each child's special educational needs by providing every opportunity to overcome physical disability and additional sensory, communication and learning difficulties.
- Keep parents informed about any concerns affecting their child's work, behaviour or physical/medical problems – and be available to discuss any concerns.
- Arrange regular Parents Evenings/Annual Reviews, Medicals and other opportunities for parents to discuss pupil progress and medical/physiotherapy issues.
- Set homework, send reading books home or arrange other home-based activities as appropriate for the pupils.
- Keep parents informed about school activities and other relevant opportunities through letters home and regular newsletters.

Headteacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

**(PLEASE SIGN AND RETURN ONE COPY TO CHADSGROVE SCHOOL)**



To celebrate school events we regularly invite the press to take photographs of the children for publication. Examples of this include drama productions, sports events, award giving etc. We also put photographs of the pupils on the school website to give a flavour of the events taking place at school.

To ensure that we comply with parents' wishes on these matters, please complete this form and return it to school so we have a record of your views.

### **NEWSPAPER ENTRY**

I give permission for my child's **photograph** to appear in a newspaper report of an event at school: **YES/NO\***

I give permission for my child's **full name** to be printed in a newspaper report of an event at school: **YES/NO\***

I give permission for my child's **first name** to be printed in a newspaper report of an event at school: **YES/NO\***

### **SCHOOL NEWSLETTER ENTRY**

I give permission for my child's **photograph** to appear in a newsletter report of an event at school: **YES/NO\***

I give permission for my child's **full name** to be printed in a newsletter report of an event at school: **YES/NO\***

I give permission for my child's **first name** to be printed in a newsletter report of an event at school: **YES/NO\***

### **SCHOOL WEBSITE**

I give permission for my child's **photograph** to appear on the school website: **YES/NO\***

I give permission for my child's **first name** to be printed alongside their photograph on the school website: **YES/NO\***

I give permission for my child's work (e.g. artwork) to appear on the school website (not names): **YES/NO\***

## **OTHER USAGE**

I give permission for my child's **image/video footage** to be displayed on the TV screen in reception (not named) **YES/NO\***

I give my permission for my child's photograph to be printed on the school's 'Brochure Cover' etc. No name will appear: **YES/NO\***

I give permission for my child to be videoed in school e.g. for assessment purposes/school productions etc. **YES/NO\***

Signed ..... Print Name .....

Parent of ..... Date .....

*\*Please delete as necessary*

## **CHADSGROVE SCHOOL FLEECES, SWEATSHIRTS & POLO SHIRTS**

We are aware that Chadsgrove does not have an official school uniform but we have purchased some attractive and excellent quality fleece jackets, sweatshirts and polo shirts for our pupils to wear in school. The fleeces and sweatshirts are available in royal blue with the school logo embroidered on the front in gold and the polo shirts are available in sky and navy blue. The sky polo shirt has the school logo embroidered in gold on the front. I am sure you will be as impressed with them as we are!



(School Logo: Catshill used to be the centre of a cottage based nail making industry until comparatively recently).

We do hope you will buy these for your child to wear at school.

Please return the attached slip to Jacqueline Pitt at school with the appropriate cash, or cheque made payable to "Chadsgrove School".

Yours sincerely

Deb Rattley  
Headteacher