


# MAYFIELD SCHOOL



## Admissions Policy

Issue No	Date Written	Author / Reviewed By	Date of Review	Approved by Governors
1	September 2014	Gillian Temple / SSHT		Autumn Term 2014
2		Gillian Temple / Governing Body	Autumn Term 2017	Autumn Term 2017
3		Sam Kidd / Full Governing Body	Autumn Term 2020	Autumn Term 2020
4		Sam Kidd / Full Governing Body	Autumn Term 2021	Autumn Term 2021
5		Sam Kidd / Full Governing Body	Autumn Term 2022	Autumn Term 2022 
6		Sophie McCabe / Full Governing Body	Spring term 2024	Spring Term 2024

## **Guidelines on the successful admission of a pupil to Mayfield School.**

As all of our children have an Educational Health Care Plan the school application and placement process is dealt with by the Special Educational Needs Team for Cumberland.

The Local Authority (LA) makes arrangements for the identification and assessment of children who have Special Educational Needs. Parents have an important role in this assessment process.

Children who are to be educated at Mayfield School must be directed to the school through the local authority. In line with our admissions code, our children have severe or profound learning difficulties. In some cases the local authority may direct a child with another category of need but this is at the discretion of the local authority. In exceptional emergency cases, the LA may agree to an "assessment place". This is time-limited and requires the agreement of parents.

For further information or advice regarding admissions for a pupil with severe or profound learning difficulties please contact:

Children's Services  
Special Educational Needs and Disabilities Team  
Children's Services  
West Cumbria House  
Jubilee Road  
Lillyhall  
Workington  
Cumbria  
CA14 4HB

Lead Education Officers can be contacted via their Business Support Team Manager for the SEND Team. Email: [denise.lowden@cumberland.gov.uk](mailto:denise.lowden@cumberland.gov.uk)

For general information or advice regarding school admissions please contact  
School Admissions and Appeals  
Children and Families Services  
Cumbria County Council  
Cumbria House  
117 Botchergate  
Carlisle  
CA1 1RD

Telephone: 01228 221582 Email: [school.admissions@cumberland.gov.uk](mailto:school.admissions@cumberland.gov.uk)

The school will accept all pupils directed towards them. However, exceptions may lie if contract measures within a risk assessment cannot be met due to:

- Space and capacity issues
- Resourcing
- Pragmatic school organisation
- Control measures lie outside school expertise

To ensure equality of access of a place at Mayfield the school and LA will hold regular panel meetings to identify pupils who have priority. Once assessed in terms of need, there is no differentiation with regard to ethnicity, religion, or gender.

### **Prior to Admission**

The children joining our school come from a variety of backgrounds.

For some this may be their first experience of a formal setting, while others have been in pre-school or nursery or school settings previously. We feel that it is vital to ensure a smooth transition from another setting to Mayfield School. We do this through a planned transition procedure:

- Parents / carers visit school, with or without another professional (e.g. nursery staff, school staff, advisory teacher, family worker).
- Child visits school with parents / carers.
- Staff visit child in current setting.
- Staff attend EHCP review.
- Staff liaise with current setting and parents / carers.
- Transition visits arranged.
- Child commences placement at Mayfield.

School transport is arranged by the Integrated Transport Team telephone 01228 221055 or email [school.transport@cumberland.gov.uk](mailto:school.transport@cumberland.gov.uk)

An admission pack will be sent home to be completed and returned to the school before admission. This will include medical professional's signature for the Administration of Medication.

### **Starting date**

September placements are preferable but there may be other starting dates, in liaison with the Local Authority and family.

### **Post Admission**

All the staff work exceptionally hard to ensure that the placement is as successful as possible for all concerned, child, parents and staff.

The school encourages parents to regularly use class dojo. This is a highly successful method of staying in touch.

A meeting will be held for parents to view the new classroom and speak to the class teacher and to see the school environment.