

## Admissions Arrangements

All new applications and referrals for pupils go through the Local Authority SEND Operations (Essex County Council) and are considered by a panel of professionals.

Once an application or referral has been approved by the panel we meet the pupil and their families to show them around the school. Professionals from the pupils current setting are also welcome to join them on these visits. During the visit, the Headteacher or a member of the Senior Leadership Team meets with the pupil and family. They are then shown around the site by the Transition Manager.

At this point, we make some judgements as to whether we can meet the needs of the pupil, and usually invite the pupil to a taster day session so that they can spend some time in school without their families or professionals from their current educational setting. Following that we will make a recommendation to Essex SEND Operations.

Once the family have accepted a place we offer a transition programme to meet the needs of the pupil. This will include further taster sessions, and may also involve home visits. This could also include planning meetings and part time provision, until the pupil is confident to come into school full time.

Pupils who make rapid progress are able to transition into mainstream schools if they choose to and it is identified as a positive move at their EHCP Annual Review meeting. The Transition Manager supports the family to identify a suitable placement with SEND Operations, liaises with the SEND departments at the school, and organises visits and a transition programme.

From Year 9 onwards, pupils begin work towards transition on to College or Apprenticeships. At this point, some pupils begin to attend Alternative Provision in vocational subjects such as motor vehicle maintenance, or work experience in an area of interest, such as catering. They meet with a Preparing for Adulthood Advisor from the Children and Young People with Disabilities Service, who also attends their Year 11 Annual Review and gives advice about the suitability of placements and travel etc. From Year 9 onwards they can work towards a GCSE level qualification "Preparation for Working Life" as part of their Life Skills curriculum.

Throughout Year 11 the Transition Manager supports pupils with careers guidance, college applications, visits, open days and interviews. This is then followed up throughout the following year with pupils and families to monitor their progress.