



## **Admissions Policy**

Spa Education Trust has two special schools for autistic pupils with moderate or severe learning difficulties. All pupils have an Education Health and Care Plan.

Spa Bermondsey is a secondary academy for pupils aged 11-19.

Spa Camberwell is an academy for pupils aged 4 – 16.

The schools promote independence, communication and achievement through a bespoke curriculum designed for autistic children and young people.

## **Admissions to the Schools**

Pupils are admitted irrespective of gender, disability, race or belief.

For a child to be admitted, Spa Bermondsey or Spa Camberwell must be named, by a local authority, in the child's education health and care plan (EHCP). Pupils can be offered a place and start a placement at any time during the school year.

Families wishing their children to attend one of the schools should ask their local authority to name the specific school in their child's EHCP. Families are encouraged to visit the schools on one of our open days. Open days are advertised on our website. Further details are available from the school offices.

A local authority can also refer a child to the school to be assessed for an EHCP plan or, following a change in the child's circumstances, for their needs to be assessed or reassessed. Any assessment should be completed within the 20 weeks set out in the [SEND Code of Practice](#).

Places are offered following a consultation from the Local Authority. The local authority will consult the Headteacher and consider their comments very carefully before deciding to name the school on a child's EHCP. They will consult the school by sending a copy of the draft plan and any other relevant documents.

The consultation process is the same for pupils attending the primary department at Spa Camberwell whose families wish them to be considered for a place in the secondary department. Families need to request a place through the Local Authority consultation process.

In cases where the school feels it cannot adequately meet that child's needs the school will not offer a place.

Children being assessed for an EHCP will be dual registered and return, full time, to their mainstream school if the Local Authority decides not to issue an EHCP.

For further information about Spa Bermondsey, and the process for obtaining a place contact [office@spa-education.org](mailto:office@spa-education.org)

For further information about Spa Camberwell, and the process of obtaining a place contact [officecamberwell@spa-education.org](mailto:officecamberwell@spa-education.org)

## **Appeals**

Families wishing to appeal the naming of a specific school on their child's EHC Plan should contact their SEND Case Coordinator in the first instance. Further information and support can be found from [SIAS](#) for Southwark parents.

If families are given a place at the school which they do not wish to take up, they have a right to request an alternative placement. They have the right of appeal to the First-Tier Tribunal (SEN Disability) operated in accordance with the SEND code of practice.

The application forms and guidance can be found on [www.justice.gov.uk/tribunals/send](http://www.justice.gov.uk/tribunals/send).

If a local authority decides not to make an Education Health Care Plan for the child naming the school, families should approach the Local Authority to discuss the decision. They have right of appeal to the First-Tier Tribunal (SEN Disability) operated in accordance with the SEND code of practice.

The application forms and guidance can be found on [www.justice.gov.uk/tribunals/send](http://www.justice.gov.uk/tribunals/send)

The Trust adheres to all applicable education and equality legislation including the Education Act 1996, The Children's and Families Act 2014, the SEND Code of Practice 2014 and The Equality Act 2010.

You can find out more information on the Southwark Local Offer SEND website at <https://localoffer.southwark.gov.uk/education/>

## **Admissions Arrangements**

In order to ensure a successful transition to one of our schools, we will arrange a programme of transition which offers:

1. The SENCO, Assistant Head or other senior member of staff will visit the pupil at their current setting and attend the Annual Review wherever possible.
2. Transition sessions are offered in the Summer term. Year 6 pupils attend for a morning session, supported by staff from their current setting. Further sessions can be held if a pupil requires it. Pupils joining in other year groups will have a transition session(s) arranged as appropriate. Reception class pupils attend for a session supported by their families wherever possible.
3. A family information session is provided. Families can meet teaching staff and members of the senior leadership team. They will receive information about uniforms, timetables, and curriculum as well as how to apply for home to school transport. Families will complete information forms at this time.
4. Information will also be collected from current settings including information on academic levels, IEP targets, CENMAC involvement and pertinent personal, physical and medical needs.