



## **Spa School Camberwell Admissions Policy**

Spa Camberwell is a special school for pupils with autism aged 5-16.

Spa Camberwell admits students irrespective of gender, disability, race or belief.

For a child to be admitted, the school must be named, by a local authority, in the child's education health and care plan EHCP. Parents wishing their children to benefit from our provision should ask their local authority to name our school in their child's EHCP.

Pupils can be offered a place and start a placement at any time during the school year.

Places are offered following a consultation from the Local Authority. The local authority will consult the headteacher and local governing body 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.

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

A local authority may refer a child to the school to be assessed for an EHCP plan or following a change in the child's circumstances for his or her needs to be assessed or reassessed. Any assessment should be completed within the 20 weeks set out in the [SEND code](#).

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

### **Secondary Transfer**

Transition from the primary to the secondary departments will be considered on an individual basis as part of the annual review transition process. Where the school feels the curriculum and provision may no longer be suitable for an individual child this will be discussed with parents and the Local Authority.

### **Appeals**

Parents 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 parents 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 applications 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, parents 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 school 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.

For further information on our school, and the process for obtaining a place here contact [officecamberwell@spa-education.org](mailto:officecamberwell@spa-education.org)

You can also 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 Spa Camberwell, we will arrange a programme of transition which offers:

1. Assistant Heads will visit the pupil at their current setting and attend the Annual Review wherever possible.
2. A transition morning is held in the Summer term. When appropriate pupils may attend, supported by staff from their current setting. Further sessions can be held if a pupil requires it.
3. A parent / carer information session is held. Parents / carers 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.