

## ADMISSION ARRANGEMENTS POLICY

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<b>Legislation</b>	School Standards and Framework Act (SSFA) 1998 and School Admission Code September 2015; SEND Code of Practice 2014

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### School Context

St Andrew's Academy is a secondary special school for students aged 11 to 19 years. We are an inclusive school that has the specialist knowledge and skills to meet the needs of children with a range of special educational needs and disabilities.

St Andrew's Academy is a very special school where the whole community works together to make sure that everyone is happy, takes care of each other and works hard to achieve their goals. Our emphasis is on ensuring our young people leave St Andrew's Academy well prepared for their adult life and the adventures ahead of them.

Our school motto is:

*Learning Together, Achieving Together*

To achieve this we:

- Innovatively deliver a curriculum to meet the needs of every learner.
- Respect the voice of everybody in our school community.
- Provide the foundations for all students to flourish and lead fulfilling and purposeful lives beyond St Andrew's Academy.
- Build strong, caring relationships based on mutual trust and respect.
- Establish and utilise links with the wider community.
- Encourage everyone to be proud of themselves and what they achieve.
- Inspire, create and have fun!

### Procedure

The Academy Council has delegated the consideration of information and the response for a request for a placement to the Head of School, David Braybrooke. In addition, members of the Senior Leadership Team will be involved in facilitating visits, meeting with prospective parents/carers and undertaking assessment visits for students.

St Andrew's Academy welcomes all new students and their families and encourage visits to the school to ensure parents/carers are fully involved and aware of what we have to offer. The school may not be able to offer school visits during busy times, which are usually at the beginning and end of the school year and festive periods. If you would like to visit our school, have a tour and chat with members of the school team, please contact the school office on (01332) 832746 or email [admin@standrews.derby.sch.uk](mailto:admin@standrews.derby.sch.uk).

St Andrew's Academy is commissioned for 137 places for children between the ages of 11 and 19 years who have an Education, Health & Care Plan (EHCP) or in the process of acquiring one. Derby City Council's Vulnerable Learning Service (VLS) work in conjunction with the school to finalise places. As such, there is no scaling criteria for admissions as we admit children from across Derby City/the local and surrounding area.

St Andrew's Academy aims to meet the need of the following students, those with:

- Severe Learning Difficulty (SLD).
- Autistic Spectrum Disorder (ASD).
- Moderate Learning Difficulty (MLD).

This list is not exhaustive and every child is assessed on an individual basis by the school to ascertain if we are the most appropriate provision to meet their needs.

### Application Procedure

- Children must have or be going through the process to obtain an Education, Health & Care Plan (EHCP) to apply and attend St Andrew's Academy (former Statements also qualify but these should be converted to an EHCP by the previous setting before transition to St Andrew's Academy).
- Parents/carers should visit St Andrew's Academy to help make an informed choice and determine whether they feel the school meets their child's needs.
- Parents/carers to request St Andrew's Academy via the Vulnerable Learning Service (VLS), and Derby City Council to name St Andrew's Academy on the child's EHCP. This is normally done via the current setting by calling a review of their EHCP or by parents/carers contacting the Vulnerable Learning Service (VLS) directly (email [SENDadmin@derby.gov.uk](mailto:SENDadmin@derby.gov.uk) or telephone (01332) 642819).
- When the school receives the application from Derby City Council, the Academy Council of the school has 15 calendar days to respond.
- If no place is currently available, we can state that your child may be suitable for St Andrew's Academy but that we are currently full and when a place becomes available we will reassess accordingly.
- The Vulnerable Learning Service (VLS) will write to parents/carers to inform them if a place has been allocated and if not then what other options are available.

If it is determined that St Andrew's Academy is unable to meet your child's needs, the school will notify the Vulnerable Learning Service (VLS) of this with one of the following reasons:

- 1) 'The school is unsuitable to the child's age, ability, aptitude or special educational needs'.
- 2) 'The placement would be incompatible with the efficient education of the other children with whom the child would be educated, or with the efficient use of resources'.

If the Local Authority concludes that it cannot agree to the parents/carers preferred school, the parents/carers have the right of appeal to the First Tier Tribunal; Special Educational Needs and Disability Panel (FTT;SEND).

Once a place has been offered for your child, the school will contact their current setting to arrange transition.

### Transport

If your child is eligible for transport to and from school, and you live within the city of Derby, this is arranged by the Transport Team at Derby City Council and **not** the school. The Transport Team can be contacted via [schooltravel@derby.gov.uk](mailto:schooltravel@derby.gov.uk) or [matthew.tristram@derby.gov.uk](mailto:matthew.tristram@derby.gov.uk) if you need support with a SEND transport application/change of address/circumstances/fuel reimbursement/Personal Budget, or (01332) 642716. If you are resident in Derbyshire, please contact the Special Educational Needs Department at Derbyshire County Council on (01629) 536727 or email [specialisedtransportservices@derbyshire.gov.uk](mailto:specialisedtransportservices@derbyshire.gov.uk).