

St Andrew's School

A school with Quaker values

Aylmerton Hall • Holt Road

Aylmerton • Norfolk • NR11 8QA

Telephone: 01263 837927

Email: head@standrewsschool.co.uk

Head: Mrs Carol Keable B.Sc. (Hons), NASCO, M.Ed, P.G.C.P.S.E, UCert Autism.

The St Andrew's School Trust is a Registered Charity No. 1129232

Admissions and Registration Policy and Procedure

Last reviewed date: 18th December 2020
Adopted by Trustees date: 24th May 2021
Signed by Chair of Trustees: 
Next review date: 1st December 2022

The St Andrew's School Trust is a Registered Charity No. 1129232

Registered Office as above. Registered in England and Wales

Author:JK

Trustees: Mr J Garner, Mr D Bullard, Ms V Jones, Mr C Johnson,
Mrs J Davis, Mrs R Robinson, Mrs M Hodge, Mr M Goodwin

Charity No. 1129232. Registered Office: Holt Road, Aylmerton, Norfolk, NR11 8QA



Parents wishing to place a child at St Andrew's School

A school placement is usually dependent on an Education Health Care Plan (EHCP) Review, which will help determine the suitability of the school to meet the needs of the student and a request may be sent by the EHCP Co-ordinator via Norfolk County Council placements. In some cases, parents make a direct approach to the school in order to inform the outcome of an EHCP meeting at which the judgements of other professionals will be taken into account.

Parents may make an appointment to visit the school, after which it may be appropriate for them to share paperwork with the school so that the school can make an initial assessment about the likelihood of a place being offered. In some cases, a request might be made to observe the child in the current setting. If it is felt that the child's needs can be met and funding is agreed, the parent will be invited to visit the school so that a transition plan can be established to ensure a positive school experience at a pace appropriate to suit the new child.

School responsibilities

The first responsibility for the school is to existing students and any admissions enquiry needs to be considered in the light of the likely impacts on existing groups within the school.

It is important to follow these admission and registration procedures so that students can fulfil their potential. Students with autism often have great difficulty attending school and staff should all be aware of the procedures to follow to record attendance and what action to take when attendance starts to fall as per the school's attendance policy.

The school is expected to promote good attendance and reduce absence since we are expected to ensure that every student has access to the full-time education to which they are entitled.

In the Trust Deed of 'The St Andrew's School Trust' the final responsibility for Admissions and Exclusions lies with the Headteacher.

Admission and Attendance Registers

We are required by law to have an admission register and attendance registers. All students, regardless of their age must be placed on both registers. Registers must be kept for a minimum of three years.

Admission Register

1. The admission register contains the personal details of every student in the school including the date of admission, information regarding parents/carers and details of the last school attended. Full details of each student on roll are recorded in the school's electronic management information system (School Pod).
2. Students must be entered on the first day of their agreed attendance at the school. The EHCP administrator is responsible for adding students to the register on the start date agreed with the Local Authority.
3. If a student moves to a new address the admission register must be changed accordingly and the date of the change noted. If there is a change of the parent with whom the student is living this must also be recorded.
4. If a placement ends, the end date is agreed with the Local Authority. No student comes off roll nor is removed from the register, until this has been agreed and the student is then removed from the admission register on this date. Details of the student's onward placement are entered into the admission register along with the date the student started at the new placement. No details are put in until the Local Authority informs us of the new placement unless the student has

arrangements made for their education which do not involve a specific placement; in this case the Local Authority is put down as the placement. The Local Authority is informed of the student's leaving date by the school via the Assistant Head – Administration and if appropriate a Child Missing Education (CME) Form is completed.

5. These precautions and our close liaison with the EHCP Co-ordinators ensure that students do not leave and become a CME. If we accept a student who has been in danger of CME we inform those responsible for keeping the records that the student is now on our school roll.
6. The admission register is kept in a bound book locked in the school office. This has a list of current students with all their relevant information in the front of the book. There is also an electronic copy on the school server in a file that is accessible only by the Headteacher and office staff. There is an additional copy on a memory stick with our business continuity plan in the fireproof safe.