



# Admissions Policy

2023/24

# CONTENTS

## Introduction

Edison Pace School provides a broad and creative curriculum in a specialist setting for young people who have high anxiety and are socially reserved.

|                                   |        |
|-----------------------------------|--------|
| Contents                          | Page 1 |
| Introduction                      | Page 2 |
| Who attends Edison Pace School    | Page 2 |
| Who can apply for a place         | Page 2 |
| How referrals and admissions work | Page 3 |
| How induction works for students  | Page 4 |
| Appeals                           | Page 4 |
| Complaints                        | Page 4 |
| Review                            | Page 4 |

## Who attends

Edison Pace School provides a full-time education offer for children in receipt of an EHCP. Edison Pace is committed to equal opportunities and admits students across the full spectrum of academic abilities, all students have equal access to the curriculum.

Edison Pace School specialise in providing a pathway to students who have not been successful in mainstream settings and as a result;

- Have disengaged with learning due to needs not being met
- Have gaps in their learning and have not been able to catch-up
- Have additional needs which have not been identified or met in

the mainstream setting

- Need a fresh approach to get them 'back on track' and revive their passion for learning
- Require specialist support in order to be successful lifelong learners

Most Edison Pace students are from Staffordshire, Cheshire or Stoke-on-Trent local authorities, but we welcome students from outside these areas too.

Where local authorities are seeking to commission a place for a child with an Education Health Care Plan we adhere to local authority timelines on consultation and decision making.

### **Who can apply for a place**

Edison Pace students are issued a place via referrals received from:

- Local authorities – SEND or Inclusion teams

Referrals are accepted at any time and new admissions can take place throughout the year.

Parents and carers are welcome to discuss their child with the SENDCo and visit the school as part of the EHCP process, in order to make an informed decision before placement.

### **How referrals and admissions work**

We work closely with commissioners to inform them of our offer and to understand the needs of the students they wish to refer. We recognise that finding the right provision for vulnerable children is critical so we make our referral process sensitive and simple. Admission to Edison Pace is a 3-stage process;

Stage 1.

The local authority sends a young persons EHCP to the school for consultation of suitability according to need.

If the school is unable to meet the needs within the EHCP the SENDCo will reply to the keyworker/commissioning team, with an explanation, in accordance with the SEND Code of Practice. At this stage parents/carers conversations with the school are welcomed, in order to support the family in their options.

If it is deemed that the school can meet the needs of the EHCP, the SENDCo

will advise the parent/carer to ask their local authority keyworker to send the EHCP for consultation. A school admissions visit is arranged for the young person and parent/carer to ensure it is the right dynamic for both the child and the current cohort of the school. Information about the school, including rules and expectations are shared. The school reserves the right to retract an offer if the local authority information provided is not complete, accurate or reliable.

All referrals are considered by the Headteacher, SENDCo and DHT and admission decisions are made based on;

- Outcomes from initial visits
- Student numbers / available spaces
- Needs of referred student and current cohort

Stage 2.

Following a successful initial admissions visit, and local authority agreement to place, all students have a tailored transition into school which is discussed and planned alongside completion of the admissions pack, in accordance with the admissions policy.

Admission decisions are then shared with commissioners in an offer letter. The letter will outline that the referral has been accepted, detailing financial requirements, the support to be offered and the address to which to respond.

### **How induction works for students**

Once a place has been offered and accepted, students undertake a structured induction with The Ellis team, to support a successful start to their placement. Student induction is a collaborative process involving commissioners, families, students and Edison Pace staff. Induction begins with an admission meeting which all partners attend to discuss the child's programme.

The induction programme will include;

- A time limited transition curriculum delivered by the Ellis team, within the Ellis centre
- One to one discussions with learners to gain student voice and to identify learning preferences and any anxieties or concerns
- Visits to lessons to meet the staff, their teacher and students in their group
- Familiarise themselves with the timetable and daily routines
- Undergo online assessments and set initial targets

- Set up curriculum files and books

Edison Pace is committed to ensuring that the Admissions Register is maintained in accordance with Education (Pupil Registration) (England) Regulations 2006. From the beginning of the first day on which Edison Pace has agreed or been informed that the student will attend the school, an entry will be made in the school's Admission Register.

### **Appeals**

Commissioners have the right of appeal against the refusal of a place at Edison Pace using the Complaints Procedure. The commissioner should write to the Headteacher outlining reasons supporting the referral and any relevant documentation. The information will be considered and a reply will be given within 15 days, stating the school's position.

### **Complaints**

Any objections to this policy or its application should be raised with the school through its normal complaints process.

### **Review**

This policy will be reviewed annually and published on the school website.