

Larwood School

Part of Larwood Academy Trust



Sandra Barr

Chair of Governors Signature

APPROVED DATE
NOVEMBER 2016

Sean Trimble

Headteachers Signature

Review Date

NOVEMBER 2019

ADMISSION

POLICY

Headteacher: Mr Sean Trimble

Registered office: C/o Larwood School, Webb Rise, Stevenage, Hertfordshire. SG1 5QU, UK.

Company Number: 10359418

Telephone: 01438 236333 Email: admin@larwood.herts.sch.uk

Larwood School is part of a Hertfordshire approach to admissions. In practice this means the following should take place:

INITIAL VISIT

On occasions when approved by Head Teacher parents/carers of perspective pupils may have an informal visit to school.

All initial referrals are made through the Local Education Authority.

Parent/carers and the pupil are then invited to visit the school. A temporary file is set up.

- Welcome to school and refreshments.
- Interview with parents/carers and prospective pupil, led by head teacher with deputy head and family and community liaison manager in attendance. Family social worker is also invited if appropriate.
- School aims and provision explained in detail by head teacher.
- School's approach to changing behaviour including Time Out, is addressed in full with parents/carers.
- Relevant background information sought
- Tour of school
- Given an admission pack containing consent forms to be completed and brought to 2nd Interview.
- Provisional date for admission set if appropriate and all parties are in agreement.

2ND INTERVIEW

This visit is held in school but in exceptionally circumstances a home visit is possible subject to approval of the head teacher.

On this occasion, particular note is made of the following.

Parental views on:

- Home circumstances
- History from pregnancy onwards and social history
- Views and concerns of parents.
- Behaviour triggers
- Education history
- Dietary needs
- Medical background
- Other agencies involvement
- Collection of admission pack consent forms completed
- Collection of any school uniform required

At this point parent/carer may be introduced to class teacher if convenient. A report written by the family and community liaison manger will be shared with SMT, prospective class teacher and copies of paper work will be given to relevant staff.

LIAISON WITH PUPIL'S CURRENT SCHOOL

Where appropriate a member of SMT visits the current school to observe the pupil *in situ* and to discuss with staff approaches which work and to talk about educational progress, including National Curriculum levels. Background information is also gathered, including level of parental support. A member of SMT will attend any meetings for Team Around the Child or Child in Need if required to do so for handover purposes.

If all parties are in agreement, a place is offered at the school.

Liaison with outside agencies continues throughout the admission process.

FIRST DAY AT LARWOOD SCHOOL

Pupil will be met at entrance by family & community liaison manager with assistance from crisis intervention assistant if needed. All new pupils will be escorted to their class in the first instance, if possible by the class teacher or learning support assistant.