



The Redway School

Admissions Policy

THE REDWAY SCHOOL

ADMISSIONS PROCEDURE

Admissions to The Redway School are arranged by the Local Authority after consultation has occurred between parents and carers, the school and other relevant professionals. The views, opinions and wishes of parents and carers are one of the most important factors in the process of their son / daughter joining our school.

Parents and carers are actively encouraged to visit prior to this and to meet with either Ruth Sylvester, Head Teacher, Diane Walker, Deputy Head Teacher or one of the Assistant Head Teachers. All parents / carers are welcome to visit, where they are given an overview of the whole school and then taken to see the appropriate parts of the school, relevant to their son / daughter's needs.

Parents / carers may be accompanied by a friend, relative, advocate, or a professional who has been supporting them or a member of staff from their son / daughter's current school. These visits are arranged by the Head Teachers PA - Alison Grigson - she can be contacted by telephone - 01908 206400 or by email on alison.grigson@theredway.net

All applications for admission to the school are considered by the Special School Heads Admissions Panel, which meets once every half term. However, in exceptional circumstances where it is clear that a child meets the relevant criteria for a place at The Redway this can be agreed with the SEN Team at the LA in advance of the Special School Heads Meetings

GENERAL INFORMATION

The Redway School receives requests for pupil places from the SEN Team at Milton Keynes Council, Bedfordshire, Buckinghamshire and Northamptonshire.

The pupils concerned have either:

- An EHC Plan
- An EHC Plan in Draft

Or they may currently be going through the assessment process for an EHC Plan.

The Leadership Team at the school consider each request for a place using the following criteria:

- Can the educational needs of the pupil as outlined in the EHC Plan
- Is the school currently resourced to meet the educational and non-educational needs of the pupil as outlined on their EHC Plan .If not the school will enter into dialogue / discussion with the Local Authority to establish a time scale for the resources to be provided, if the panel is in agreement that a placement at The Redway School is appropriate to the needs of the pupil.
- Is there a vacancy within the pupils grouping appropriate to his / her needs?

Following the discussions at the Special School Heads Admissions Panel, if a place is agreed in principle by the panel and LA then parents / carers are informed by the SEN Team.

TRANSITION TO THE REDWAY SCHOOL

Before starting at The Redway School arrangements are made for the pupil and their parents / carers to visit, to spend time with the class teacher and also meet the class team.

In some circumstances (especially with pupils in the Early Years Foundation Stage) home visits will be arranged to visit the pupil and their family at home by their class teacher and also the Speech and Language Therapist. Pupils new to the school joining

the EYFS will be accompanied by their parents / carers and in liaison with the class teacher will gradually withdraw from the classroom environment.

If pupils are already attending a school or nursery provision, communication links will be established and a member of staff will visit the pupil in their current setting with integration arrangements made to suit the pupil, both schools the pupil and his / her family. Staff from their existing school will be asked to accompany them on their transition visits.

All transitions into school are personalised to the needs of the pupils and those of his/ her parents and carers. We are very flexible with these arrangements and work with families and all professionals to ensure that when a pupil starts their life at The Redway it is a positive one.

Finally, when parents / carers are in agreement and a start date has been agreed, The Redway School will initiate transport arrangements, providing that parents / carers meet the required criteria for this.

OVERSUBSCRIPTION:

Pupil places at The Redway School are in high demand, given the unique nature of the school and the high quality education and care that we are able to provide, for which we are renowned. As such we are an over subscribed school.

The LA is responsible for admissions and must comply with parental preference for a school unless

- it would be unsuitable for the age, ability, aptitude or the SEN of the child or young person
- the attendance of the child or young person would be incompatible with the efficient use of resources or the efficient education of others

When discussing pupil admissions at the Special School Heads panel further consideration and priority is given to:

- Looked After Children

- Previous children who have been Looked After and who may be adopted
- The medical and additional needs of children (advice is also taken from the Community Paediatric Matron)
- Siblings attending the school
- Whether the child is resident in Milton Keynes Local Authority

TRANSPORT

The Redway School is not responsible for home to school transport. Any queries regarding this need to be directed to the Local Authority (details below).

This is arranged by the Local Authority for pupils to and from their homes providing that families meet the required criteria - more information regarding this is on the Milton Keynes Website.

All buses / taxis in which pupils are transported have a passenger escort to support pupils as well as any specialist seating arrangements.

The Local Authority's passenger transport department keeps parents / carers informed of travel arrangements. Their direct contact number is 01908 252526.

Health and Safety arrangements are given a high priority and are closely monitored by school passenger transport.

It is the responsibility of parents and carers to ensure their son / daughter is safely on transport in the morning and to be at home to receive them in the evening.