Admissions Procedure

Criteria

Addington Valley Academy is a co-educational Special School with 150 places for children and young people aged 2-19 who have autism and social communication, cognitive, sensory and social, emotional, and behavioural needs in the Croydon region.

All children and young people accessing provision at the school must have an Education, Health and Care Plan (EHCP) naming the school, or be referred for the purposes of being assessed for an EHCP in accordance with the Children and Families Act 2014 (Section 34).

For a child to be admitted, the school must be named, by a local authority, in the child's education health and care plan (EHCP).

Parents wishing their children to benefit from our provision should ask their local authority to name our school in their child's EHCP.

The school would consider applications for children and young people whose primary need is autism and whose needs require specialist schooling. Each application would be considered on the following indicators:

a) Applicants will have an EHCP. However, in exceptional circumstances it may be necessary to accept a child on an assessment placement. Examples of exceptional cases may include:
   - The child arrives unexpectedly in the LA from overseas and exhibits significant learning needs that would warrant an EHCP
   - The child's needs have changed suddenly and drastically enough to warrant an EHCP
   - The EHCP process has been started but is not completed due to the age of the child

b) The student's main presenting special educational need is autism and a range of special educational needs and disabilities some of which may be complex. This may include one or a combination of the following:
   - Delayed speech development
   - Social interaction difficulties leading to social isolation
   - Impulsive and unpredictable behaviour which put other children and young people, staff and peers at risk
   - Extreme over reactions to everyday problems
   - Learning needs as a result of or in addition to autism which impact on the development of the child

Oversubscription Criteria

A child cannot be refused admission on the basis of 'oversubscription' when the school is named in their EHCP.

Visits

Parents/carers are encouraged to visit the school to enable them to make an informed decision regarding their child's educational placement. However, there can be no binding comment about the child's suitability, nor an offer of a place, before the LA has made a recommendation about placement. If parents/carers request a place at the school prior to any formal contact by the LA, they will be referred to the LA SEN Team to ensure formal contact is made and appropriate channels are followed.

Referral

To acquire a place in the school children must be referred by their Local Authority. The LA must attach the child's EHCP, their most recent Annual Review minutes and any appended reports about the child from the professionals involved. The Principal will review the referral papers and request any additional reports required in order to make an informed decision. If the Principal is of the opinion that the school may be able to meet the child's needs then members of the school leadership and teaching team (usually 1 x senior leader and 1 x teacher) will visit the child at their current provision.

The school will consider all referrals and respond in writing within the statutory time frame. In accordance with the 'Special educational needs and disability code of practice', if a decision is taken by the school not to offer a place, the school will give the reasons for that decision in line with the code of practice. The reasons will be expressed in terms of the following:

a) the school is unsuitable to the child's age, ability and aptitude or their special educational needs, or;

b) the attendance of the child at the school would be incompatible with the provision of efficient education for the children with whom they would be educated or the efficient use of resources.

Offers

If the school can accept a referral, the Principal will write to the LA offering a place for the child, including details of financial requirements, the support to be offered, a start date, the date by which the offer should be accepted and the address to which to respond.

If the LA fails to accept the place by the date set out in the letter, it will be assumed that the LA no longer wants the place and the offer will be withdrawn.

Transition

When a placement has been agreed, staff from the school will make contact with the child's current provision to arrange a transition programme, including exchange of information and reciprocal visits where appropriate and practical.

Exit Criteria

A child will be referred to the LA SEN panel if:

- It is considered that he/she has progressed and developed such that it is the view of the school that he/she may be able to access a differentiated mainstream curriculum, or;
- Other changing needs of the child indicate that an alternative provision may be more appropriate, including more specialist provision

Appeals (The First-Tier Tribunal – Special Educational Needs and Disability)

If a parent or guardian of a child in respect of whom an EHCP is maintained by a Local Authority appeals to the First-tier Tribunal (Special Educational Needs and Disability), either against the naming of the Academy in the child's EHCP or asking the Tribunal to name the Academy, the Academy agrees to be bound by the decision of the Tribunal on any such appeal.

Where the Academy, the Secretary of State or the First-tier Tribunal (Special Educational Needs and Disability) has determined that it should be named in a child's EHCP, the Academy must admit the child to the Academy.