



# Milton Special School

## School Admission Policy



1	Summary	Admissions Policy			
2	Responsible person	Claire Patton			
3	Accountable SLT member	Claire Patton			
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
5	Who has overseen development of this policy	SLT			
6	Who has been consulted and recommended policy for approval	Governors			
7	Approved by and date	Claire Patton October 2023			
8	Version number	1			
9	Available on	Every	N	Trust website	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
				Academy website	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
				SharePoint	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
10	Related documents (if applicable)				
11	Disseminated to	<input checked="" type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
12	Date of implementation (when shared)	October 2023			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			

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## **Introductory statement**

Milton School is a specialist provision for pupils aged 4-16 that find mainstream schooling ineffective. It predominantly supports pupils who present with social, emotional, or mental health needs as their primary area of need. Communication and interaction being the secondary areas of need for many pupils. All pupils have an EHCP with Milton School named as the most appropriate setting.

### **1. Number of places available**

The School will provide education for pupils aged 4-16. At full capacity the school will provide education for 150 pupils aged 4-16.

### **2. Commissioning**

All places are commissioned by the local authority Rotherham and the surrounding area.

Milton School is a primary day school for pupils with an Education Health Care Plan (EHCP).

Consultation meets the SEN Code of Practice.

Pupils from Rotherham and the surrounding areas with an EHCP are admitted following consultation with the school by the Special Educational Needs (SEN) team. If it is identified that the school can meet the child's social, emotional and behavioral needs all parties are informed and an agreed date for an admission meeting is arranged. Following this a start date is finalised. Staff may also visit pupils in their current setting or home to assess if Milton School Special school can meet their SEN needs.

If the EHCP identifies the need for one-to-one support in the classroom, the referring authority would be asked to meet the additional cost.



The EHCP is reviewed annually allowing professionals, parents/carers and the child the opportunity to discuss if the current placement is fulfilling the child's needs and also plan for the next 12 months, both educationally and personally. This review would consider whether the child should remain in Milton School or seek an alternative provision, either in a special or mainstream setting.

There is an appeal process for families who make an unsuccessful bid for a place at the school for their child.

### **3. Criteria to be applied in respect of other pupils when oversubscribed.**

The following oversubscription criteria will apply when there are more referrals than places available, in order of priority:

1. Pupils who are or were previously looked after by a Local Authority (as defined by the Children Act 1989)
2. Work in partnership with the Local Authority SEN teams to identify priority for pupil places in doing so we would always consider the needs of existing pupils and additional places would not be given where it would be at the detriment of other pupils.

### **4. Offers**

If we can accept a referral, we will write to the commissioner accepting the referral, including 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.

When offer letters are sent, if the commissioner fails to accept the place by the date set out in the letter, it will be assumed that the commissioner no longer wants the place and the offer will be withdrawn.

### **5. Appeals**

When Milton School identifies that they cannot meet the needs of the pupil, parents can go through the local authority appeals process.



## **6. Complaints**

Any objections to this policy or its application should be raised with the school through its normal complaints process which is published here [www.vennacademytrust.org/company-information](http://www.vennacademytrust.org/company-information)

If the complainant is not satisfied with the resolution, they are able to complain to the Education and Skills Funding Agency (ESFA) at [Academy.QUESTIONS@education.gsi.gov.uk](mailto:Academy.QUESTIONS@education.gsi.gov.uk).

## **7. Equal Opportunities**

Milton School is committed to equal opportunities and admits pupils across the full spectrum of academic abilities. All pupils have access to the curriculum but this is adapted to meet their individual learning needs.

## **8. Review**

This policy will be reviewed annually and any amended policy for the following September will be published on the school's website. The policy will remain on the website throughout the school year.

## **9. Links to other policies**

This policy should be read in conjunction with the school's other policies published under the policies section of the school website. Other related policies include:

- SEND Policy.
- Equal Opportunities Policy
- Complaints Procedure
- Safeguarding Policy