



Pendle Community High School & College Policy Statement for the Handling of Admissions

All of the pupils who attend PCHS&C have an Education Health & Care Plan (EHCP), which will have been issued following a Statutory Assessment.

All new requests for places at PCHS&C are made through the EHCP Annual Review (or following an assessment for an EHCP), which recommends that a special school would be the best type of provision to meet the identified needs of that child or young person. This agreement needs to be made in conjunction with the LA Special Educational Needs Designated Officer (SEND0), and based upon advice from their current school and other professionals such as an Educational Psychologist (EP).

Once this recommendation is suggested, any parent/carer of such a child or young person can arrange a Non-Prejudicial Visit (NPV) to view PCHS&C either via SENDIASS or through directly contacting school themselves. This enables families to see first-hand what PCHS&C has to offer and if this setting is indeed best placed to meet the needs of their child. If after the visit, parents/carers support the request for a place at PCHS&C, the LA will be notified, and in turn the SEND0 will approach the school to formally request a place. The Headteacher considers all requests in relation to whether the setting is considered able to effectively meet need, alongside availability of places. Priority for school places is always given to those who live within the school's immediate local area.

Where a child is to be admitted to the school the LA will inform both the school and their parents/carers, in writing of its decision. Prior to admission, the LA and previous school will provide the school with any reports, assessments or other relevant documentation, relating to the child's/young person's needs.

Following the notification of placement, the Headteacher will write to the parents to:

1. Notify them that a place has been offered,
2. Organise transition days with the current school
3. Send an Application Pack to Parents/Carers including a Parent's Handbook,
4. Notify them of the planned admission date.

Transition visits will be subsequently arranged, to ensure as comfortable and smooth transfer as possible, from the child's/ young person's current provision to PCHS&C.

For the new year 7 intake a programme of at least six transition afternoons are generally organised along with a morning, afternoon and evening opportunity for parents to come and meet staff at the school.

All pupils who start at PCHS&C have baseline assessments undertaken within the first term, which are used to plan individual programmes for pupils so that their particular needs can be met. These include cognitive, physical, sensory, social, emotional and behavioural targets (as appropriate). Information is also gathered from medical and related health professionals, so that health care plans can be created by the school nurse, and Occupational Therapy/Physiotherapy/Speech and Language Therapy programmes can be shared with school staff as required.

PCHS&C works hard to develop close relationships with all parents/carers through regular direct face to face contact, email, telephone or the school family liaison officer. There are two Parents' Evenings each academic year, one in the Autumn Term and the other in the Spring Term. This is an opportunity for families to celebrate their child's progress and achievements, look at their work and have opportunity to ask questions, discuss issues and share additional information with their child's class team.