



Transforming lives and inspiring futures

**Keyham
Lodge
School**



Working together to inspire and achieve

Millgate School

Admissions Policy

Policy presented to Governors:

Date: 6 December 2016

Agreed and accepted:

Date: 6 December 2016

Signed: P Bates

KEYHAM LODGE MILLGATE SCHOOLS FEDERATION

ADMISSIONS POLICY

Date Reviewed: December 2016

Review: December 2017

Admissions Policy:

Keyham Lodge School offers a co- educational day provision for students aged 9-16 who have Social, Emotional and Mental Health difficulties (SEMH). Millgate School offers a day and residential provision for boys age 9-16. Students have an Education, Health or Care Plan or a statement of special education needs to be converted at the appropriate key stage. Consultation is via the Local Authority Special Education Service. School follows the SEN Code of Practice at all stages of assessment for admission.

The federation policies and the Curriculums support a culture which works positively with students and their families to help them achieve their maximum potential. It is therefore important that **all** the places the schools have are utilised by students that can really benefit from the provision.

Admissions may take place throughout the year but in order to make appropriate arrangements admissions dates will usually be agreed for the beginning of term or half term although this may vary with the individual circumstances of each admission. Students will be assessed for suitability via a range of sources prior to placement.

Aims:

1. Ensure that students who will benefit from a day/residential SEMH placement obtain a place at the federated schools.
2. To work in partnership with the SES to determine and agree students who the federation feel would be rightly placed at Keyham Lodge or Millgate School.
2. To ensure that the federated schools are full with rightly placed students.
3. To ensure new students follow the School's Admission, induction or transition procedures.
4. To ensure that students who may not be rightly placed are referred elsewhere **BEFORE** they are admitted to either School.
5. Following the SEN Code of practice in relation to all consultations and stating reasons for any unsuitable placements for due consideration to the LA via the Special Education Service caseworker allocated.
6. The Federations senior leadership team will support the admission of new students across federation as needed to promote the success of every available placement.

Signed:

Pauline Bates (Chair of Governors) Date: