



## **Paternoster School Admissions Policy**

### **Admissions**

Admissions are based on the needs of the individual child or young person and may take place at any point in the year, normally at the start of one of the six terms.

### **Admissions are managed by the local authority:**

Early Years pupils may join the Nursery class from the age of two. Early Years pupils are usually referred to us by parents, Portage workers, health visitors, early years centre staff or educational psychologists. Pupils' details are discussed at Gloucestershire County Council's multi-agency 'Early Years Panel' which decides if an Early Years/Assessment placement at Paternoster would be appropriate.

School age pupils may be referred by parents, other schools or settings or agencies. Gloucestershire County Council is responsible for assessing a child's special educational needs and recommending an appropriate school placement. School-age pupils require an Education Health & Care Plan (EHCP) to attend Paternoster School (although admission may be requested in advance of completion of a EHCP). Gloucestershire local Authority's multi-agency 'Special Needs Resource panel' for school-age pupils, which consists of teachers, headteachers, educational psychologists, advisory teachers and education officers, decides whether it feels the placement is appropriate.

Gloucestershire local authority (LA) then writes to Paternoster to ask if we have a place and whether we feel the placement would be appropriate. If we have a place and the placement seems appropriate, pupils can usually begin attending within a few weeks. We then work closely with families to plan an appropriate transition into school, with visits in preparation for this.

Some of our pupils come from Wiltshire. In this case, Wiltshire local authority agrees with Gloucestershire that the placement is appropriate and agrees the funding of the place with the school.

Prospective parents and pupils are encouraged to visit the school to meet the Headteacher and staff and discuss the pupils' needs and how we might meet them. Parents of young children may spend time in Elm with their child getting to know the school before making a decision on their child's attendance or in preparation for this.

Some pupils attend other provision alongside our specialist nursery. On reaching school age, pupils may remain at Paternoster or move onto other provision, whichever is appropriate. At the end of primary education, pupils may remain at Paternoster for secondary education without parents needing to apply for a place, if this is appropriate. At all ages and stages we remain flexible and pupils may start or leave the school at any point in their education, if this is appropriate. At the same time, sessions in other settings/mainstream schools will be considered and planned, as appropriate to individuals.

**Reviewed by Headteacher and Chair of Governors, September 2021**

**Date of next review:** September 2023