



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.

Please visit: <https://www.gloucestershire.gov.uk/education-and-learning/school-admissions-scheme-criteria-and-protocol/school-admission-protocols/>

For Gloucestershire LA School Admission Protocols.

Safeguarding

Transferring information to new schools

Information will be sought from any previous school setting and involved external agencies. Pupils leaving Paternoster will have this information passed onto their new educational setting.

[Keeping Children Safe in Education](#) sets out requirements in relation to transfer of child protection information to a new school or college, identifying that:

- The child protection file should transfer as soon as possible;
- the transfer should be by secure means;
- transfer should be separate to the main pupil file;
- confirmation of receipt should be obtained;
- consideration should be given as to whether information should be shared with the new setting in advance of the child moving.

Parental consent is not required to transfer this data as it is part of the work done to ensure that the child remains safe from harm. If parents do object, then it is important to record their objection, the reasons for it and the reasons for transfer.

Reviewed by Headteacher and DSL, June 2023 (safeguarding updates)

Date of next review: September 2024