

Admissions Policy



Beaufort School

Governing Body Approval Date	January 2024
Approved by	Andrew Collyer
Review	Annually
Review Date	January 2025

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Admissions Policy

Introduction

The school does not have a formal admissions policy, as it is the LA that refers pupils to the school and determines the criteria for admission. The following steps are followed by the school:

- The LA send paperwork (EHCP/Statement) for pupils referred from the placement panel.
- The Head Teacher (delegated by the Governing Body) reads the paperwork and assesses the suitability of placement at Beaufort School.
- If the placement is likely to be suitable and further information is required, an observation of the pupil will be carried out, by the Head, DHT or AHT, in their current setting.
- The response form is sent back to the LA confirming the school is able to offer a place or not. Places are only offered if there is a vacancy within the appropriate class.
- Parents are invited to visit the school if they have not already done so.
- If parents are happy with the placement, then a formal offer of a place is made and parents are requested to complete and sign the relevant paperwork.
- The school keep an admissions register with all information on. This is maintained by the Head Teacher and the Office Manager.
- The Head Teacher and Deputy Head conduct all visits to observe the suitability of potential pupils.
- Office staff and the School Nursing Team will support parents in completing the relevant school paperwork alongside any other relevant professionals, e.g. Early Years support service.

Parents are welcome to visit the school at any stage during the process and even before the child has been referred to the placement panel, however no offer of a place can be made unless the above process has been followed.

Policy reviewed by: N Harvey

Reviewed January 2024.