

The Talking Trust
 St Mary's School and College
 Admissions Policy

Introduction	<p>The Talking Trust is a not for profit children's charity which runs St Mary's School and College. St Mary's is a non-maintained special school. The Department for Education has approved St Mary's to admit children and young people with:</p> <ul style="list-style-type: none"> • speech, language and social communication difficulties (autistic spectrum disorders) within the moderate learning difficulties range; and • physical difficulties and / or complex medical conditions within the moderate difficulties range.
Our vision	<ul style="list-style-type: none"> • To improve the life chances of pupils by providing the best possible educational opportunities for our learners, allowing them to work towards independence and to achieve well over time; • To continually strive to improve standards in every aspect of Trust provision; • By providing consistently high quality educational experiences across all phases of their education, we aim to raise aspirations for children and young people, enabling them to be confident and successful in their next step in education or training and in their preparation for adulthood
The purpose of our admissions process	<ul style="list-style-type: none"> • To consider whether the child or young person's needs fall within the special educational needs and disabilities for which we have approval to admit; • To consider whether St Mary's is able to meet the child or young person's special educational needs and disabilities • To consider if the child or young person is likely to benefit from attending St Mary's
Equal Opportunities	<p>St Mary's equal opportunities policy reflects and promotes an understanding of, and sensitivity to, the religious, cultural, ethnic and linguistic backgrounds and beliefs of children and young people. Every member of St Mary's is regarded as of equal worth and importance, irrespective of creed, culture, class, race, gender, sexuality or disability.</p>
Admissions Process	<p>We recognise that finding the right school for a child or young person is very important and we want to assist parents and carers in making the best choice. We are very happy to help parents to come to a decision about a possible placement at St Mary's in any way we are able. We encourage parents and carers to make contact with the school and to visit wherever possible prior to making an application.</p> <p>Children and young people at St Mary's normally have an Education, Health and Care Plan. This plan will set out their primary and secondary special educational needs. Our main specialism is supporting children and young people with significant communication needs including autism. We are also able to support children and young people with other learning, physical and medical needs.</p>

	<p>1. Initial Stage</p> <p>The local authority or the parents are asked to submit the Education, Health and Care Plan and supporting advice, including therapy reports if available, and any other relevant documentation such as reports of annual reviews. The Consultant Headteacher/CEO and the Special Educational Needs Coordinator review this paperwork.</p> <p>2. Second stage</p> <p>If the paperwork suggests that the child or young person might be able to benefit from a placement at St Mary's either the team will request to visit the child or young person in their current placement or at home and/or the parent and child/young person will be invited to an informal visit to St Mary's.</p> <p>During the visit we will consider whether the child or young person's needs fall into the range for which we are approved; whether the staff feel that St Mary's is likely to be able to meet the child or young person's needs; and if the child or young person is likely to benefit from attending St Mary's.</p> <p>This second stage will also be an opportunity for the parent and the child or young person to find out more about St Mary's and consider whether it would be an appropriate placement for them.</p> <p>3. Third Stage</p> <p>The child or young person is invited into school for a taster period. During this day we may undertake specialist assessments with agreement from the parents. The child or young person will have the opportunity to join a class and take part in everyday school life at St Mary's. Observations and informal assessments will be undertaken throughout the visit.</p> <p>If the child or young person would require a day placement this taster period would normally be for one school day. For a residential placement we would normally expect that the child or young person has the opportunity to stay overnight for at least one night.</p> <p>4. Consideration Stage</p> <p>At the end of the assessment, all staff involved in the process (education, therapy and care) report to the Consultant Headteacher/CEO and a decision is made as to whether a place will be offered.</p>
Persons with particular	Special Educational Needs Coordinator

responsibilities	
Relevant statutory guidance, circulars, legislation and other sources of information	Useful links: Ofsted: http://www.ofsted.gov.uk DfE: http://www.education.gov.uk
Definitions	

Copies of this policy may be obtained from	<ul style="list-style-type: none"> • <i>The St Mary's website www.stmarysbexhill.org</i> • <i>It is available as a hard copy on request from Reception/staffroom</i> • <i>School networks</i> 	
Participants and consultees in the formulation of this policy were	<i>Senior Management</i>	✓
	<i>Staff</i>	
	<i>Parents</i>	
	<i>Other Stakeholders</i>	
	<i>Governors</i>	✓
	<i>N/A</i>	
Other Participants and Stakeholders	Head Teacher, Therapy Teams, Care Teams, Wellbeing Team, Family Support Worker, Audiologist	