

The Grange School Admissions Policy

Stage 1

Information about the school is supplied to prospective parents, carers, guardians, social workers and placement teams via the school website and verbally through direct enquiry. Parents, carers, guardians and/or the Local Authority submit consultation paperwork in order for a child or young person to be considered for a place at the school.

Stage 2

The Grange School's Senior Leadership Team will review the paperwork supplied in the application and make an initial decision on whether the school is a suitable setting. If the Senior Leadership Team consider that the school is a suitable setting, a visit to the pupil's current school and home will be arranged to continue to assess suitability. Following these meetings, the Senior Leadership Team will decide whether a place will be offered. This process should be concluded within the statutory fifteen-days unless further information is required in which case this will be requested within that timeframe.

Stage 3

If a place is offered, parents, carers, guardians will be invited to the school for an initial meeting where all relevant information can be shared. The pupil will also be invited to attend this initial meeting and will be given a tour of the school, where appropriate. A member of the Senior Leadership Team will continue to liaise with the pupil's previous education provision to gather additional relevant information about the pupil. A date will then be agreed for the pupil to commence their new provision at The Grange School.

Stage 4

The Grange School will send out an admissions and welcome pack which will include information about the school for both parents, carers, guardians and the pupil. An individual risk assessment of the pupil will be completed prior to admission. The parents, carers, guardians and local authority will need to make transport arrangements for the pupil at this stage.

Stage 5

An appropriate transition plan will be developed with the Local Authority, the current education provider, the parent, carer, guardian and the pupil. The pupil will follow their transition plan to ensure a well-managed and successful start to their new provision at The Grange School. Within the two terms of the pupil's new placement, the pupil will complete initial baseline assessments with their teacher, our SENDCO and the therapies team to enable us to develop their individualised curriculum.