



# CLOUGHWOOD ACADEMY

## Admissions Protocol

<b>Version and Date</b>	<b>Author</b>	<b>Committee Responsible</b>	<b>Review frequency</b>	<b>Approval</b>	<b>Next Review Due</b>	
1.0	31.10.2013	Mr A Larkin	L&M	Annually	Approved by the L&M Committee on 05.11.2013	November 2014
1.1	10.11.2014	Mr A Larkin	L&M	Annually	Approved by the L&M Committee on 11.11.2014	November 2015
1.2	09.11.2015	Mr A Larkin	Full Board	Annually	Approved by the Full Board on 24.11.2015	23.11.2016
1.3	07.11.16	Mr A Larkin	Full Board	Annually	Approved by the Full Board on 15.11.2016	14.11.2017
1.4	18.09.17	Mr A Larkin	Full Board	Annually	Approved by the Full Board on 15.11.2017	14.11.2018
1.5	13.09.2019	Mr A Larkin	LGB	Annually	Approved by LGB on 17.09.2019	16.09.2020

## **ADMISSIONS PROTOCOL**

Committed as it is to the placement of any pupil from CWAC who requires the specialist provision, Cloughwood Academy follows the same admissions procedures as it did when a maintained school.

### **Cheshire West and Chester Applications (CWAC)**

Placements at the Academy will be processed in the first instance by the local authority SEN team who will continue to name Cloughwood in the statements of Cheshire West and Chester pupils who they feel would benefit from the offer we provide.

1. Prior to the statementing of junior-age children, or at the year 5 reviews, parents of prospective pupils will be asked to make a preference of a number of schools.
2. If Cloughwood is named and placement is judged by the Principal to meet the profile for admission after careful consideration of the pupil's documentation, an appointment will be made for parents and child to visit prior to making their decision. At the visit further discussion with parents will take place to ascertain whether or not Cloughwood can meet the child's needs.
3. Once preferences have been made, the SEN team will contact the Principal to discuss a potential placement.
4. All documentation will be sent to the Academy and the Principal and Academy Placement Panel (SLT) will consider whether or not to offer a place. The Principal will then present the view of the Placement Panel to the SEN team.
5. When the SEN team and other parties are in agreement that Cloughwood is the placement that will meet the needs of the child concerned, then Cloughwood Academy will be named in the statement.
6. Assuming that Cloughwood has available places in a particular year group, the process will begin for that pupil to be admitted. This process will usually consist of a second visit for parents and child to the school which will be a further opportunity for a tour of the Academy and to speak with the Principal or other senior member of staff and to collect admissions documentation and information such as uniform, times of the school day and timetables.
7. After this visit, and once completed admissions documentation has been received by the Academy, the SEN team will work with the parents/carers to organise any transport arrangements and a start date will be agreed once transport is in place. Transport arrangements will be made in the time between the second visit and the pupil's first day at school.

In-year admissions are less frequent but may happen and should follow the same protocol described above.

### **Cheshire East Applications**

Applications from Cheshire East can be processed through the CWAC SEN team and are always taken as a priority over placing authorities from further afield. On occasion CE SEN team will liaise directly with Cloughwood to ascertain whether the needs of a particular pupil can be met by our provision. Cloughwood will keep CWAC and CE informed as to the number of available places on a regular basis.

## **Out of Authority Applications**

Placing authorities outside of Cheshire do not necessarily need to apply to CWAC SEN team but may apply directly to the Academy. Placements will be considered by the Academy Placement Panel who will liaise with the placing authority and decide whether or not to agree to a pupil's placement.

Cloughwood Academy's Placement Panel will have final decision on placement of pupils from outside of CWAC.