



Admissions Policy 2018

Oak Bank School is situated in Leighton Buzzard; we work with students who have an EHCP or Statement of Special Educational Needs for Social, Emotional and Mental Health needs (SEMH).

The school provides education for 105 students aged 9 - 18 Years in Key Stage 2, 3, 4 and 5.

Admissions to the school are decided by the LA Provision Panel according to criteria laid down by the Local Authority Admissions policy and Local Offer; this includes Out of Authority admissions.

After consideration at SEND panel, the school will be sent a formal consultation letter with information regarding the students' needs for consideration. The school has a statutory 15 days to reach a decision.

Students will be offered a place dependent on whether the school feels it can meet the child's needs after the EHCP/Statement has been reviewed by the Head of School and SENCO.

Once a decision has been reached the school will formally inform the Local Authority.

Admissions take place throughout the year, ideally at the start of each half term as this gives all parties time to gather the relevant information and ensure a smooth transition into the school. The student remains the responsibility of the previous school until a date of admission has been arranged with Oak Bank School, of which all parties will be informed.

Parents/carers are welcome to request a viewing, however, placements will not be offered until the school and local authority have deemed Oak Bank to be an appropriate placement.

The Admission Process

The attendance and admissions officer will arrange a Home Visit to start the admission process. This will help us gather information about the student so that we can ensure a successful transition. At this meeting the attendance and admissions officer will outline the transition plan and give a start date, although this may be dependent on the Transport Commissioning and Entitlement Team at the Local Authority if the student is entitled to free transport.

A tour will be arranged for the student after the home visit. On the visit the student will meet a variety of staff and may be introduced to their Key Worker.

The SENCO may feel it is appropriate to visit the student in their current provision and will liaise with the current provision to arrange a meeting so that we can gather information and talk to staff that know them well, it may be possible to arrange some transition visits whilst the process is completed.

If there are other professionals involved in the student's life, it may be beneficial for the school to hold a meeting with them to gain a better understanding of the student's needs prior to admission.

All students will have a phased transition. At the end of the initial 2 week period a meeting will be held with the appropriate Behaviour Manager, SENCO, class teacher and key worker to evaluate the progress of the student and identify whether the young person remains on a part time timetable or whether they progress to full time. The result of this meeting will be shared with parents/carers by phone, followed by written confirmation. The aim is always to ensure that the student becomes full time as soon as possible, whilst ensuring that their emotional wellbeing remains paramount.

Transport

There is no automatic entitlement for pupils with an Education Health and Care Plans or Statement of Special Educational Needs to school transport.

Transport can however be provided if the student lives further than the statutory walking distance from the school and

- attends the nearest suitable special school, which has been agreed by the Local authority as being able to meet their needs

The statutory walking distances are:

- 2 miles from the school if they are under 8
- 3 miles from the school if they are 8 or older.

The statutory walking distances are measured by the shortest available walking route

If your child lives under the statutory walking distance but their needs would mean it was unsafe for them to walk even when accompanied by an appropriate adult, then transport may also be provided.

Once the home visit has been completed the school will complete relevant forms and advise that transport has been requested.

Post 16 Applications

Students will be considered for Post 16 provision who have SEMH as their primary need on their EHCP or Statement of Special Educational Need, applicants will be considered from other settings. Post 16 education is non-statutory school age education therefore applicants to Oak Bank School Post 16 will have to demonstrate that a place at Oak Bank School beyond 16 will enable them to build on Key Stage 4 having attended and engaged satisfactorily well in the programmes provided in Year 11 and where other Post 16 providers would not provide suitable education or training as part of their progression plan.

Students will be asked to fill in an expression of interest in January and then asked to attend an admission interview with parents to ensure that the place is suitable. Once a place has been agreed, students will work closely with the Head of Post 16 to ensure a smooth transition into Post 16.

Charging Agreement Out of Authority

All Out of Authority students who are placed with Oak Bank will be invoiced on a termly basis to be paid immediately. The charging will be pro-rata (190 day) due to their start date. Banding rates are listed below.

Charges with a Place provided by EfA

Band 3 10798.70 (56.84 per day)
Band 4 18312.80 (96.38 per day)
Band 5 34812.80 (183.23 per day)

Charges with NO Place provided by EfA

Band 3 20798.70 (109.47 per day)
Band 4 28312.80 (149.01 per day)
Band 5 44812.80 (235.86 per day)

