



Admissions Policy

February 2019

Signed:

Chair of Governors

Rigby Hall School is a co-educational school with currently 136 pupils' with the age range of 4 – 18 years, with a variety of special needs including moderate, severe and complex learning difficulties including pupils with Autistic Spectrum Disorder. The school admits young people with moderate, severe or complex learning difficulties who have a rate of acquisition and/or degree of retention of knowledge and educational skills across all National Curriculum core subjects significantly lower than expected for their chronological age. Pupils may have communication difficulties that limit access to the curriculum in a mainstream environment.

Admission of pupils to the school is through an Educational Health Care Plan or through an assessment placement as negotiated with the Local Authority. School placement of pupils with Special Educational Needs is determined by Worcestershire County Council (The Local Authority). Most of the pupils attending the school are resident in Worcestershire.

The Admissions Process at Rigby Hall School is determined by 'The School Admissions Code' and 'The Admissions Appeals Code' written by the Department for Education (DfE).

Both codes are available from www.gov.uk/government/publications/school-admissions-appeals-code

Admission Process:

- The school receive a formal request for a placement from the LA.
- The school reviews all documentation and considers whether the pupil's needs can be met and whether the school has the space, staffing and resources to accommodate the pupil within its existing operational organisation.
- Parents/carers, prospective pupils, their teachers and supporting professionals are advised to and welcomed to visit the school by prior appointment.
- If appropriate school staff will visit the pupil's school and family as necessary.
- Once a place has been offered the school may offer transition sessions or a phased entry into school life if that is requested.
- In common with other schools Rigby Hall hold transition times for pupils transferring between schools at end of Key Stage 2.
- Children can be admitted to Rigby Hall School at any age depending on availability of spaces and dynamics of the group that they need to go into.