



MORECAMBE ROAD SCHOOL - ADMISSIONS POLICY

The Admissions Officer to the school is the LEA's area Special Educational Needs and Disabilities Officer (SENDO).

Admissions are confirmed in termly discussions with key personnel in the Lancaster and Morecambe District. This includes the SENDO, the SEN Caseworker, and the Headteacher and Deputy Headteacher/Assistant Headteacher(s) of Morecambe Road School, The Loyne School and Bleasdale School. Reception and Year 7 Admissions Panels are held separately and decisions about placement for these cohorts of pupils are often made centrally.

The LEA has the responsibility for placing children at Morecambe Road School, and for ensuring the resources are available for meeting pupils' Special Educational Needs. There is a clear consultation process within strict timescales and account is taken of the school's views expressed through consultation. Parental preference is discussed and held in high regard.

Admissions to the school will usually be preceded by a Without Prejudice Visit (WPV) that is arranged through the District Office and can be supported by the current school's Special Educational Needs Co-ordinator (SENCo). The school will usually have received information about the pupil in advance from the District Office in order to better enable appropriate information and discussion at the WPV. On some occasions, a parent may request a WPV without school having been consulted by the District Office.

Parents and carers will usually discuss with the school and/or the SENCo the desirability of a child attending a first visit. A second or third visit is always available as are visits by Morecambe Road School Staff to see the pupil in their local primary or secondary school.

Criteria for admission are that:

- the pupil must hold an EHC Plan;
- a place in the appropriate year group or class is available;
- parents must express a preference for a place at the school;
- the LEA must express a preference for a place at the school;
- LEA must name the school as the appropriate placement on the EHC Plan.

It is important that the school representatives agree with the LEA that placement is appropriate and that the school can meet pupils' needs.

Children's gender, race or disability do not influence placement.

In exceptional circumstances admissions are agreed outside meetings of the Admissions Panel where individual pupils' special circumstances warrant it. Broader issues relating to the pupil population including any difficulties the school is having in meeting individual needs and balance in pupil groupings are standing items in Admission Panel meetings.

The school places great importance on its relationship with the LEA and is committed to negotiating agreed outcomes in meetings of the Admissions Panel.

Approved by the Full Governing Body on 21st June 2023

Signature: (Chair of Governors)

A handwritten signature in blue ink, appearing to read 'V. M. M. M.', written over a horizontal line.

Signature: (Headteacher)

A handwritten signature in black ink, appearing to read 'D. D.', written over a horizontal line.