



Ysgol Plas Brondyffryn Admissions Policy and Procedure

This Policy has been written to cover all sites belonging to Ysgol Plas Brondyffryn. This includes:

Ty'n Fron – Primary Site

Park Street – Secondary Site

Ty'r Ysgol – Ages 14 – 19

Gerddi Glasfryn – Residential Site

Please note that whenever the term Brondyffryn or School appears it is therefore referring to all of the above sites.

1. Description of School and its Community

Ysgol Plas Brondyffryn is a Local Authority Residential Special School maintained by Denbighshire Education Authority. The school specialises in meeting the needs of children/young people with Autistic Spectrum Condition (ASC) aged 3-19 years. The school is able to accommodate up to 125 children/young people. Gerddi Glasfryn Residential accommodates between 26 – 30 children/young people on a part time basis. As a Regional school, Ysgol Plas Brondyffryn welcomes children/young people from across North Wales and the closer counties of England. Our policies are relevant to all our children/young people regardless of county of residence.

The majority of the children/young people are from English speaking families. For most children/young people, Welsh is taught as a second language. However, children/young people from Welsh speaking families are educated in Welsh. The majority of the children/young people are boys due to the higher prevalence of autism in males.

At YPB we are conscious of the need to maintain a low arousal environment which has been shown to be beneficial for individuals with ASC, reducing their anxiety and aiding concentration. To this end, we strive to keep all areas tidy and free from clutter; to make sure classroom displays are orderly and muted in colour; to communicate information in a clear and concise manner and to aim for a quiet and calm atmosphere. The approach varies on each site as dictated by the needs and abilities of the pupils and our aim is always to organise the environment as far as possible to promote independence in our young people.

2. Description of Policy Formation and Consultation Process

This Policy has been formulated by a working party consisting of the Senior Leadership Team. Staff, governors, parents and representatives of the six North Wales Education Authorities were consulted before the Policy was finalised and formally adopted by the Governing Body.

3. Admissions panel

Children and young people are placed at the school via application to the Panel. The Panel consists of representatives from the school and six North Wales Education Authorities.

The School's representative is the Headteacher.

CRITERIA FOR ADMISSION

- All children and young people admitted to the school **must have a diagnosis of autism, autistic spectrum condition or Asperger syndrome.**
- This must be clearly identified as the principal need in their Statement of Special Educational Need
- The child or young person should have, to varying degrees, the following:
 - **A significant impairment in terms of communication** - this involves difficulty in making sense of and using all aspects of verbal and non-verbal communication. It includes gesture, facial expression, body language and the timing of communication in addition to speech
 - **A significant impairment in terms of social interaction** - this includes lack of age appropriate social skills, difficulty in forming friendships and a fundamental inability to develop social empathy (being able to understand something from another's point of view or perspective).
 - **A significant impairment in terms of thinking and creativity** – the child's thinking and behaviour are characterised by rigidity, inflexibility and stereotypical behaviours. This can extend to every area of the child's functioning. There is an insistence on maintaining 'sameness' and there are substantial difficulties with regard to imaginative play and creative processes

4. Residential placements at Gerddi Glasfryn

38 weeks - children and young people may board Monday to Friday for 1 - 4 nights because of the distance from the family home and/or additional social and health needs.

- Consideration will be given to a child's level of functioning, learning difficulties, age and compatibility with the potential peer group
- The child's needs must be recognised and supported through appropriate funding by the sponsoring Local Education Authority (LEA) or joint funded by the LEA, Social Services and Health Authority. Denbighshire, the Local Authority that maintains the school, does not accept funding by parents or other parties. The responsible Authority will also fund transportation costs to and from the school as required

- The Regional Admissions Panel must be reasonably satisfied that the needs of the child can be appropriately met within the school's environment and resources
- The Head Teacher and Head of Care are responsible for maintaining a balance of age, gender and compatibility with regard the level of functioning and learning difficulty of the children and young people. Therefore admissions will also be made on the basis of the availability of suitable placements (day or residential) and whether or not the child's inclusion at the school is considered compatible with the education and welfare of other pupils and the efficient use of resources. If the child is a day pupil or weekly boarder, the length of journey from home to school will also be considered as an additional factor

5. Procedure

- Parents, carers and representatives of the Local Authority or other agencies are welcome to visit the school for an informal visit and to view the facilities prior to a formal application being made. Such a visit is without prejudice and does not form part of the admissions procedure *per se*.
- Applications for day and 38 week residential placements are made formally, in writing, by the sponsoring LA via the Admissions Panel (See pro forma)
- Applications for residential placements will require prior agreement with relevant Social Services and Health Board.
- Formal applications are made to Denbighshire Local Authority (see attachment below regarding contact details)
- Applications must be accompanied by relevant documentation including the Statement of Special Educational Need, school and other relevant reports, e.g. Educational Psychology and Speech and Language Therapy reports.
- Applications will also need confirmation of parental consent for the panel to be able to discuss the application. Applications without parental consent will not be discussed

Once the formal application and accompanying reports have been received, the admissions procedure is managed as follows:

Stage 1

- All referrals will be collated by Denbighshire and copies sent to Head teacher
- Application and the relevant documentation will be considered by the Head Teacher and the school's Senior Leadership Team
- If the application is for a residential placement then the Head of Care will also become involved.
- Summary of all referrals will be distributed to all panel members prior to the meeting.

Stage 2

- Arrangements will be made for the parent, with the child, to visit the school
- YPD school staff may visit child in present school or unit

Stage 3: Deliberations of Admissions panel

- Each LA representative presents their case
- School representative will share with the panel the school's initial response and clarify other relevant issues that might affect the decision e.g. gender, age, ability, vacancies in specific classes.
- The panel will arrive at a consensus decision and prioritise cases according to need and availability of a suitable class or residential place.

Stage 4: Outcomes of the Admissions Panel

- Letters of outcome and costs will be sent to each Authority within ten working days and it is the responsibility of the Authority to inform parents.
- Where placement is agreed each Authority will confirm acceptance and financial responsibility within twenty-eight days.
- Start date will be confirmed by the school once the Authority has confirmed in writing the acceptance of financial responsibility.
- Where it is not possible to provide a placement the child or young person will be placed on a waiting list and admitted at the earliest opportunity

Stage 5: Right of appeal

- Parents have a right of appeal only to their own Authority

6. Assessment placement

Assessment placement of up to 4 weeks can also be requested and agreed if the information existent about a student is not sufficient for the panel to make an informed decision if the individual needs can be met by the school.

After the assessment placement is finish the panel will discuss the pupil at the next meeting and a final decision then will be made.

7. Visits by parents

Visits to the school are to be arranged via the placing authority's officer that after discussing with parents will inform the school of the visit.

Parents that contact the school directly should be asked some basic questions such as: age of pupil, existence of an ASC diagnosis and statement and they should ask then to contact their authority officer for a visit to be arranged.

Policy adopted: June 2009
Policy reviewed: June 2011
To be reviewed: June 2012
Policy reviewed: October 2012
Policy reviewed: October 2013
To be reviewed: October 2014
Reviewed: October 2014
To be reviewed: October 2015
Reviewed: October 2015
To be reviewed: October 2016

This Policy is reviewed annually by both the Governing Body of Ysgol Plas Brondyffryn and the representatives of the 6 North Wales local authorities.

Equality Impact Assessment completed

An Equality Impact Assessment offers an opportunity for staff to think carefully about the impact of their work on local people and other members of staff.

Date completed:

September 2015



ADMISSIONS FORM - SUMMARY FOR YSGOL PLAS BRONDYFFRYN

| | | | |
|-------------------------|--|-------------------------------|--|
| Name of Child: | | | |
| Date of Birth: | | Year Group: | |
| Home Address: | | Responsible Authority: | |
| | | Current School: | |
| Final Statement: | YES / NO Is Documentation attached? YES / NO. | Statement Date: | |

| | | |
|---|------------------------|---|
| Placement Required by: | | |
| Day Placement – 38 weeks | | Residential: 1 night 2 nights 3 nights 4 nights |
| Shared Funding: | YES / NO | |
| If 'YES' is funding agreed: | YES / NO | |
| Parental Consent: | YES / NO | |
| Diagnosis Detail: | | |
| Is Documentation attached? YES / NO. | | |
| Main Presenting Features (i.e. SLD, MLD, Behaviour) | | |
| Is Documentation attached? YES / NO. | | |
| Health Needs: (i.e. epilepsy, diabetes, incontinence, dietary) | | |
| Is Documentation attached? YES / NO. | | |
| Signature: | (Please print:) | |
| Position: | Date: | |

| | |
|--------------------------|--------------|
| Parent Signature: | Date: |
|--------------------------|--------------|

This application will be discussed for approval at Local Authority Additional Learning Needs Moderation Panel before submission to Ysgol Plas Brondyffryn Admissions Panel. Parental permission is necessary for discussion to happen.