



St Mary Magdalene Academy
The Courtyard

THE COURTYARD

ADMISSIONS AND PROCEDURES POLICY

The Courtyard aims to offer an outstanding educational and social provision that will equip our pupils with the skills and experiences needed to discover and live out their potential.

ADMISSIONS AND PROCEDURES - POLICY STATEMENT

**ST MARY MAGDALENE ACADEMY
THE COURTYARD**

Approval Committee:	Full Governing Body
Author:	Head of The Courtyard
Last reviewed:	March 2022
Next review date:	February 2023
Required to publish on website?	Yes
Statutory?	Yes

THE COURTYARD ADMISSIONS AND PROCEDURES POLICY

1. INTRODUCTION

- 1.1 The Courtyard has an agreed admission number of 48 pupils in Years 9 – 14, for 2022-2023.
- 1.2 Pupils must have an Educational Health and Care Plan with an identified Autism Spectrum Condition (ASC) and / or an identified Speech, Language and Communication Need (SLCN) in order to qualify for placement at the Courtyard.
- 1.3 The majority of our pupils have had a mainstream placement whether at primary or secondary level, and undergone a statutory assessment by the Local Authority (LA) for an EHCP. Pupils are referred to The Courtyard for admission consultations from Secondary mainstream schools or Special schools from different Local Authorities where their needs can no longer be met.
- 1.4 The Headteacher is sent admissions consultation documents for each pupil by the LA.
- 1.5 The parents/carers and pupil are invited to come into the Courtyard for a visit and a meeting with an allocated member of the Senior Leadership Team. All visits take place during the school day, allowing for parents / carers and the pupil to be able to have a full experience of the school's learning environment.
- 1.6 Placement offers are dependent on availability of places and whether the pupil's needs can be met by the school.
- 1.7 All decisions are made in collaboration with all stakeholders and take into consideration not only the needs of the referred pupil but the needs of all other pupils at the school. If all parties are in agreement that the placement is appropriate for the pupil, arrangements are made by the Courtyard and the LA for an agreed admissions process, funding band and starting date.
- 1.8 Admissions take place throughout the year, ideally at the start of each new term.

2. NOTES

- 2.1 If The Courtyard and / or Governing Body are given false information or if historic information is provided at a later date which suggests that the placement is not suitable, the Governing Body reserves the right to withdraw the offer of a place to the pupil at any time.

“Parent / carer” refers to any person who has parental responsibility for care of the pupil.

- 2.2 If you have any further questions, information can be downloaded from The Courtyard website (<https://smmathecourtyard.org>) or requested by contacting The Courtyard’s Office.

3. ADDITIONAL INFORMATION

- 3.1 If parents / carers wish to appeal against the Governing Body’s decision, details of the appeals procedure can be obtained from The Courtyard’s Office.

3.2 In-Year Admissions

- 3.2.1 Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If more applications are received than there are places available then applications will be considered by the Headteacher and members of the Governing Body alongside the local authorities submitting the consultations.
- 3.2.2 If a place cannot be offered at this time then parents / carers may ask the Courtyard for the reasons and parents will be informed of the right of appeal.
- 3.2.3 Parents / carers wishing to make an application to the Courtyard must communicate this with their residing Local Authority who will consult with the school on the pupil’s behalf.

4. TRANSITION ARRANGEMENTS

In order to ensure successful transfer of pupils into The Courtyard community, the school will arrange a programme of transition which involves:

- 4.1 Deputy Head: Pastoral to meet with the pupil and their family.
- 4.2 Deputy Head: Pastoral to visit the previous educational setting.

- 4.3 Teaching & Learning team to consult paperwork and consult with previous educational setting to ensure the Courtyard has a full picture of need: personal, physical and medical, National Curriculum levels and differentiated activities.
- 4.4 Introduction of weekly visits programme for new pupils. This will begin with an hour's visit and then extend up to two full days before the official transfer occurs.