



## LIFE Wirral Sports School

### ADMISSIONS POLICY AND PROCEDURE

*This policy, which applies to the whole school, is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from school.*

#### Document Details

Information Sharing Category	Public Domain
Version	V2
Date Published	01/01/2021
Authorised by (if required)	Chief Executive Officer
Review / Update Date	01/09/2024
Responsible Area	Proprietor and Senior leadership team

#### Amendments:

Date	Amendment

**Availability:** This policy applies to all activities undertaken by the school, inclusive of those outside of the normal school hours and away from the school site and is inclusive of all staff (teaching, support and agency staff), pupils on placement, contractors, the Chief Executive Officer, the Advisory Board and volunteers working in the school. All who work, volunteer or supply services to our school have an equal responsibility to understand and implement this policy being required to state that they have read, understood and will abide by this policy and its procedural documents and confirm this by signing the *Policies Register*.

#### Monitoring and review:

- This document will be subject to continuous monitoring, refinement and audit by the Headteacher.
- This policy was last reviewed agreed by the Advisory Board in September 2023 and will next be reviewed no later than September 2024 or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

Sarah Quilty  
Headteacher

Alastair Saverimutto  
Chief Executive Officer

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### Designated Member of Staff responsible for Admissions

The Member of Staff with overall responsibility for admissions to the school is the Headteacher who works collaboratively with Colin Lamprey, Deputy Headteacher and Zoë Grannon, Inclusion Manager.

### Admissions Policy and Procedure

Children with special educational needs and disabilities will be considered for admission with an Educational Health and Care Plan (EHCP). Our admissions process follows the SEN LA Commissioning Team consultation process which involves a careful assessment of a child's needs. Parents are fully involved and encouraged to tell us about their child's learning needs and ask questions about all we have to offer at LIFE Wirral Sports School.

Every application to LIFE Wirral Sports School is considered with regards to each child's individual needs, skills and talents. We are delighted to cater for children with Dyslexia who require individual, integrated educational and therapeutic programmes within a small school setting. We know that choosing the right school for your child can be a daunting task. The best way to get to know our school and staff is to come to meet us and see us in action. You are welcome to contact the school to talk about your child or to arrange a visit.

Where a child has an EHCP we will fulfil the requirements of the EHCP. Where a child requires English as an additional language we will make provision to meet that need. No child is refused entry on the grounds of race, ethnicity, gender, religion or sexual orientation.

### The admissions procedure is as follows:

1. Any parents/carers wishing to apply to LIFE Wirral Sports School should contact their EHCP co-ordinator at the LA.
2. Any additional general enquiries (through the website or phone call) will be directed to Zoe Grannon, Inclusion Manager, in the first instance. Zoe will make contact within 48 hours to determine if there is an EHCP in place for the individual. If there is an EHCP, they are referred back to the LA to express their preference for LIFE.
3. There has to be at least an EHC request already submitted.
4. This is reviewed by the Headteacher. The information gained from the initial application will then be reviewed by our admissions panel, which comprises of the CEO, the Headteacher and the inclusion Manager. Consideration of our current cohort of pupils and the resources we have available at the time will also be taken into account.

If at any stage we feel that your child would not benefit from the School, we would immediately let you know.

Where the number of children meeting the criteria exceeds the number of places available, the following factors will be considered:

1. Priority for children from the borough of Wirral
2. Date of application

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3. Proximity to school (based on shortest walking distance).
4. Suitability

The Headteacher of the school is Mrs Sarah Quilty, whose address for correspondence during both term-times and holidays is 126 Victoria Road, New Brighton, Wirral CH45-9LD. The Headteacher may be contacted on tel: 0151 705 7431 and the email address is sq@lifewirral.com

Prior to the child's attendance at the school the parents or guardians must complete and sign the:

- *Application Form*
- *Acceptance/Health Form*
- *Parental Consent Form*
- *Parent-School Contract Standard Terms and Condition*
- *The home school agreement*

This provides LIFE Wirral Sports School with the following vital information, and informs the parents of the basic standards of behaviour and the attitude towards teaching and learning that the school expects and requires.

- Name, home address and date of birth of each child
- Starting date
- Name, address, telephone numbers and emails of parents or guardians
- Emergency telephone numbers of parents or guardians
- Special Diets
- Arrangements for collection, as our children's special needs makes collection by an adult essential
- Illness and inoculation details
- Details of any allergies
- Details of their special education needs or disabilities inclusive of specific learning difficulties
- Parental consent on emergency procedures
- Sight of an original proof of identity

#### **Children with Special Educational Needs/Disabilities**

Where a child who has an Education Health and Care Plan (EHCP) joins LIFE Wirral Sports School we will always consult with parents and, where appropriate, the Local Authority to ensure that the required curriculum is provided for as set out in the EHCP. We will also co-operate with the Local Authority to ensure that relevant reviews, including the annual review, are carried out as required by regulation and best practice. The school will make reasonable adjustments to meet the needs of children with special needs/disabilities/EHCP. Our school has a policy and procedures for children with *Special Educational Needs and Disabilities* (SEND). Where LIFE Wirral Sports School is named in the EHCP plan we will implement the requirements of the EHCP.

#### **Children requiring English as an Additional Language**

We do not regard children as having a 'learning difficulty' solely because the 'language or medium of communication of the home is different from the language in which he or she is or will be taught' (Education Act 1996, Section 312(1), (2) and (3)). However, pupils for whom English is an additional language (EAL) will be provided with appropriate support provided they meet LIFE Wirral Sports School's criteria. They will be assessed to gauge the support that may be needed in order to ensure equal access to the curriculum along with all other aspects of life at LIFE Wirral Sports School. Our school has a policy and procedures for pupils requiring *English as an Additional Language* (EAL).

#### **Contact details for the Chair of LIFE Wirral Sports school Trust**

The Chair of LIFE Wirral Sports School Advisory Board is Alastair Saverimutto, whose address for correspondence both during term times and holidays is: 126 Victoria Road, New Brighton, Wirral. The telephone number at which the Chair of the Advisory Board may be contacted at all times is: 0151 705 7431. The email for the Chair is: als@lifewirral.com

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### **Safeguarding**

The school's safeguarding policy is available to the public on our website at [www.lifewirral.com](http://www.lifewirral.com). The designated safeguarding lead for LIFE Wirral Sports School is Zoë Grannon and the deputy designated safeguarding leads are Sarah Quilty, Headteacher and Paul Hamill Operations /Performance Manager. The parents of LIFE Wirral Sports School should be aware that the school has a duty to safeguard and promote the welfare of children who are their pupils. This responsibility necessitates a safeguarding policy and this school may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.

### **Complaints Procedure**

The school has a complaints procedure which is available to parents on the school website at [www.lifewirral.com](http://www.lifewirral.com), and which is given to parents as part of the starter pack. There have been no formal complaints received since the academic year.

### **School policies and procedures in the public domain**

The following policies are available on the school website at [www.lifewirral.com](http://www.lifewirral.com)

- Admissions policy
- Safeguarding policy
- SEND policy
- Behaviour policy
- Complaints procedure

**In writing this policy, specific to LIFE Wirral Sports School the following legal status documents, related documents and references have been taken into consideration**

#### **Legal Status:**

- Complies with Part 6, paragraph 32 (3)(a) of the Education (Independent School Standards) (England) (Regulations currently in force).
- Part 3 of the Children and Families Act 2014 and the *SEN Disability Code of Practice, 0-25 years 2014 (SEND Code 2015)*

#### **Related documents:**

- Prospectus
- Acceptance Form
- Parent-School Contract

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