



ADMISSIONS POLICY

Approval date	January 2025
Next review date	January 2026

Policy content includes:

- our school
- referrals process
- admissions process.

Our school

We are one of 3 specialist provisions in the Reach South Academy Trust. At SAIL Academy, we have registration for up to 150 pupils ranging in age from EYFS to Key Stage 5 (post-16). All pupils have an Education, Health, Care Plan (EHCP) for either autism spectrum conditions (ASC) or social, emotional and mental health (SEMH).

Referrals process

All referrals to SAIL Academy, which includes the pupil's EHCP and associated reports, come via Central SEND Services Department for Children and Education, Wiltshire County Council. We also accept referrals from neighbouring authorities with the knowledge of Wiltshire Council.

All admission consultations must be sent to: SEND-Team@sail-academy.org

Admissions consultations are considered by our admissions panel (leaders) who meet weekly to review the relevant documentation and decide whether the school can meet pupils' needs.

If a placement is available and the school agree that the pupil's needs could potentially be met, this is followed by an offer of an initial assessment for the pupil and family to visit the school (a representative from the local authority and any other professionals involved may also attend where appropriate). At this point, leaders will also explore with parent/carer and the SEND team whether the pupil has, or has had, involvement with social care services to gather as much information as possible, including information from a previous setting.

Following the initial assessment visit, a decision on a placement offer will often be made and communicated by a leader, namely the SENCo. Alternatively, an additional assessment (sometimes known as a 'trial' day) will be scheduled. Following this second face-to-face assessment day, a final decision on a placement offer will be made and communicated by the SENCo to the family and the local authority. A potential placement offer is made only based on a placement being available and leaders agreeing that the pupil's needs are likely to be met.

Admissions process

If the placement is confirmed by both the school and local authority, an admission date for the placement will be arranged. This can only be agreed once the school is in receipt of completed pupil forms from the pupil information pack (the pack is sent out by the school administrator).

At SAIL, we try to ensure a pupil's transition is personalised to pupil need. Our aim is always to ensure that transitions to the academy are as smooth as possible, reducing any anxieties that new pupils may have.

An individualised admissions transition program may include:

- visits to the academy
- team around the child meetings with school and other professionals
- reduced timetables
- social stories to aid the support of transition
- photographs of the pupil's new class, key members of staff and classrooms
- pupil's prospective timetable.

Transport to and from school

Transport can be applied for if parents/carers feel their child needs transport to and from the academy. The transport form can be found on the school's website and guidance on this can be obtained from the Local Authority.

Further important information about the school can also be found on the school's website under, 'FAMILIES'.

Admissions arrangements at SAIL Academy follow the statutory guidance set out in 'The School Admissions Code' and 'The Admissions Appeals Code' written by the Department for Education (DfE). Both codes are available from:

<https://www.gov.uk/government/publications/school-admissions-code--2>