



The Llewellyn School Policies and Procedures

Admissions Policy

Policy Reviewed by:	Suzy Hollett (HR Manager)
Date:	23/01/2024
Policy Verified by:	Sara Llewellyn (School Leader-CEO)
Date:	23/01/2024
Date for Next Review:	01/01/2025

The Llewellyn School is an independent Special Education Needs School with the fees covered by the relevant Local Authority, often Kent.

Admissions usually take place in September; however, we are willing to take pupils anytime through the academic year.

The offer of a place is subject to:

- A School place being available
- The school having the facilities and resources to meet the pupils needs
- That the pupil's attendance would not adversely affect the education of others.
- Appropriate funding being secured
- The pupil being aged between 4 -16 years.
- We can also offer post 16 education. 16 - 25 years.
- The pupil has or has the intention of having an EHCP,
- The pupils' learning needs are unable to be met from the resources available in a mainstream / Maintained school.

We are able to support pupils with:

- Complex medical needs, including enteral feeding via gastrostomy / jejunostomy (inclusive of blended diet). Tracheostomy care/suctioning, oral suctioning, epilepsy, dysphagia, medication requirements. We have trained members of staff.
- Cognitive and learning delays.
- Severe learning difficulties.
- Communication difficulties.
- Hearing or Visual Impairment.
- Multi- sensory impairment.
- Physical Needs. This is not an exhaustive list.

If a Local Authority recognises that a pupil's needs will best be met by the expertise at the Llewellyn School, they will send the EHCP and relevant paperwork to the school. Alternatively, the parents may book a visit to the school and then request that the LA send the paperwork.

As part of the EHC plan, parents/carers have the right to request that the LA that maintains the plan to name the school of their choice (Children and Families Act 2014 Part 3 section 38 (2) (b) (ii)). On receipt of the paperwork a senior member of staff and /or School leader will arrange a visit to the pupil's present placement or home as appropriate. The family will be invited to view the school.

Staff will then discuss the appropriateness of the application based on the admissions criteria and respond to the LA within 15 days. The Local Authority will inform the parents of their decision regarding naming the school on the pupil's EHCP. Once an application for placement has been confirmed by the LA, a transition meeting will be arranged involving all relevant parties and a plan set up for the pupil's entry into school.