

RUTHERFORD SCHOOL

ADMISSIONS POLICY

Rutherford School is a specialist independent educational facility for pupils aged 2-19 with PMLD, severe sensory impairments and complex medical needs.

We admit pupils from a wide catchment area which includes the whole of Croydon and surrounding boroughs.

Applications for admissions can be made at any time during the academic year.

Children will be considered for admission at any point in their Education Health and Care Plan process, if they meet the admissions criteria.

To make an application, you may contact the school directly and at a later time you will need to contact Croydon SEN department on 020 8686 4433 to proceed with your application.

The school is currently registered for 28 pupils, however, availability of places varies from year to year.

Prospective parents and pupils are welcome to visit the school by appointment throughout the year.

Pupils will be admitted to Rutherford School following:

- A successful assessment conducted by the multi-disciplinary team (Physiotherapist, Occupational Therapist, Speech and Language Therapist and the school medical team).
- Agreement for funding by the Local Authority or other relevant stakeholders.
- Availability of a place.
- A funding commitment to payment for a full academic year's fees on agreement of placement and in the event of withdrawal of the pupil by parental choice, transition or in the rare event of a pupil dying, the same contractual agreement will apply.
- Parental signature of the Home School Agreement and Admissions documentation.

Procedure

- Enquiry initiated. Commence basic data collection, nature of enquiry and send prospectus.
- Visit by parents to Rutherford School.
- Referral from Local Authority. Receive up to date information and reports, including proposed ECH Plan if in existence.
- All information on prospective pupil to be collated by the admin team.
- Visit to current placement or home (if appropriate) by class teacher and appropriate members of the Multi-disciplinary team.

- Feedback to Multi-disciplinary team.
- Multi-disciplinary assessment at Rutherford School with cost outlined and agreed in advance by relevant Local Authority or stakeholder.
- Multi-disciplinary Team report detailing suitability for Rutherford School.

Action if suitable

- Agree admission date. If this is more than 6 months ahead, regular contact is maintained with the family.
- State appropriate class.
- Inform Local Authority/parents of provision of placement.
- Offer of placement and breakdown of costs to be sent to funding Authority with anticipated start date.
- Once confirmation of funding received, Service Level Agreement sent to funding authority for signature and return prior to start date.
- Inform accounts department of invoicing details.
- School staff advised of proposed start date and action required for admission e.g. organisation of any urgent specialist equipment or medication.

For more information on Croydon's local offer go to <https://www.croydon.gov.uk/education/special-educational-needs/sen-education/sen-specialist-provision/sen-croydon> (checked 10.03.16 only found via special with post 16 and Saturday club but wrong contact details)

Jean Simpson
Teacher / Safeguarding Officer / School Governor
17th March 2016 to be reviewed March 2019