
Admissions Criteria and Procedure



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Approved: Nov 2017 **Review frequency:** Two Years

Monitoring: Governors Finance and Resources Committee

Admissions Criteria and Procedure

1 Introduction

Exeter Royal Academy for Deaf Education (The Academy), is an independent charity whose charitable objectives are to provide education, training, residential accommodation, leisure opportunities, welfare and other support services.

This policy sets out the eligibility criteria for students and the arrangements for student admissions.

1.1 Provision

The Academy operates a non-maintained residential special school for deaf children between the ages of 4 – 19 and a specialist post-16 college for deaf young people aged 16 – 25.

The Academy is approved by the Department for Education, all students have an Education, Health and Care Plan or Statement of Special Educational Needs which specifies the requirement for a bi-lingual or Total Communication Approach to learning including British Sign Language and/or sign support and English.

The Academy provides day and residential places for deaf students and for students who are not deaf but whom, due to some other disability, would benefit from the same provision. A significant proportion of students present with additional needs above and beyond their Deafness, e.g. pupils with dual sensory impairment, autistic spectrum disorder, physical difficulties as well as additional learning needs. In addition to this a small number of students are regarded as vulnerable learners because of their social, emotional and mental health needs.

The Academy ensures the development of each student's full language and communication potential, using a bi-lingual approach to language development which includes BSL, spoken English, written English and use of visual and kinaesthetic learning.

Students considered for placement at The Academy would benefit from

- a bi-lingual BSL/English communication environment, with additional augmentative communication support available for those requiring this.
- small-group teaching environments with highly differentiated and personalised learning
- access to teaching with integrated therapeutic support
- a high level of individual support

1.2 Equality Statement

It is our policy to treat all people equally irrespective of race, ethnicity, gender, sexual orientation, religion, disability or age.

We recognise that, from time to time, applications for a place may be made where we do not feel able to meet the needs identified, where the needs may be outside our terms of approval by the Department for Education, or where The Academy does not have a suitable place. In this case the reasons will be explained.

2 Eligibility

The Academy caters for deaf students with a broad spectrum of hearing loss. We have a positive view of all deaf students and welcome Deaf students aged between five and twenty-five years for whom a funding source has been identified and:

- Whose needs can be met through a differentiated curriculum delivered within a bi-lingual communication environment where BSL is the main mode of instruction within lessons.
- As an emergency or provisional placement where, for example a child/young person meets the admissions criteria and therefore warrants an Education, Health Care Plan and arrives unexpectedly in the area.
- Following an assessment when the referring Authority, parents/carers and the Academy are all agreed that the child/young person's needs are such that action should be taken immediately.
- Whose needs can be met by the resources skills and expertise available to the Academy or by reasonable adjustments to these resources.

In the event of a greater number of applications than places we will prioritise using the following criteria:

- The Exeter Deaf Academy has been named in the statement or education, health care plan as the school which requires that the Academy has the statutory duty to admit the child/young person.
- The availability of suitable alternative provision
- For college applicants, students who have attended the Academy school.
- Students who have siblings attending the Academy.
- Consideration of any adverse effect on the provision of efficient education for the children/young people with whom he/she would be educated, or the efficient use of resources.

3 Admission Arrangements

Parents or Carers considering a placement for their child at the Academy are invited to contact the Admissions Officer to arrange a visit.

Contact details for admission enquiries:

Admissions Officer
Exeter Royal Academy for Deaf Education
50 Topsham Road, Exeter EX2 4NF

Telephone: 01392 267023
Email: admissions@exeterdeafacademy.ac.uk
BSL Text User: 07624 808738

If, having viewed the Academy, parents or carers are interested in a place for their child, they are asked to register this interest with the Academy and their Local Authority.

A possible change in educational provision is normally considered at a student's Annual Review and parents/carers are advised that it is not the usual practice of the Academy to admit students until a place has been requested by the Local Authority. Similarly, any change to arrangements (e.g. moving from day to residential) is made in agreement with the placing authority.

As the Academy is non-maintained, the Governing Body does have the discretion to admit fee-paying students although this is rarely exercised.

Prospective students are invited for assessment visits; these are organised by the Head of SEND and Therapies in liaison with the Assistant Principal and Head of Care.

4 Assessment Visits

The initial assessment visit gives young people and their families an opportunity to find out more about the Academy, our community and what we can provide. It also allows us to assess a potential students' learning and support needs and decide whether they can be met.

The process is unique for each student and will include:

- An opportunity for students and their parents or guardian to make a preliminary visit the Academy
- Completion of an application form
- An in-depth assessment involving a range of professionals and including a residential assessment for potential residential students
- An additional interview with the chosen partner college for students wishing to study at off-site further-education colleges.

5 Notification and Acceptance

Arrangements for agreeing how students' needs will be met and the fees payable, differ between school and college and between funding agencies.

In all cases the Academy will provide:

- Arrangements for agreeing how students' needs will be met and the fees payable differ between school and college and between funding agencies. In all cases the Academy provides:
- A clear analysis of how students' needs will be met which takes into account the Statement of Special Educational Needs or Education, Health and Care Plan (EHCP).
- A clear statement of the cost of the service offered and an indication of any anticipated changes to costs over time.
- Details of any deadlines by which the placement must be confirmed.

Students and their families are notified promptly if a place can be offered to them and in all cases within five working days. Queries and other correspondence relating to the offer of a place will be dealt with promptly.

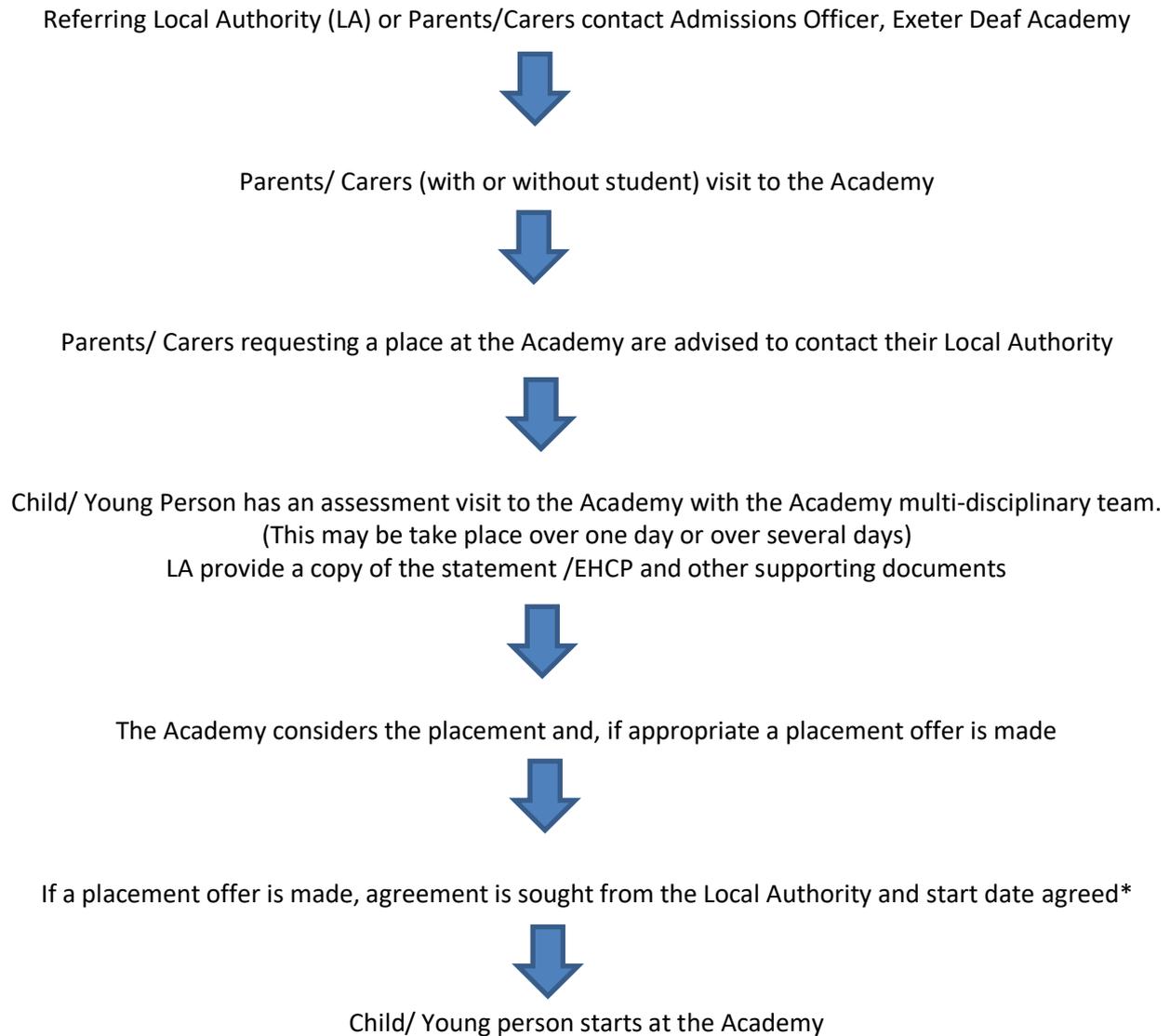
Under Section 41 of the Children and Families Act 2014 the Academy has:

"The duty to admit a young person if the institution is named in an Education Health and Care Plan (EHCP) plan. Young people have the right to request that an institution is named in their EHCP plan, and local authorities have a duty to name that institution in the EHCP plan unless, following consultation with the institution, the local authority determines that it is unsuitable for the young person's age, ability, aptitude or SEN, or that to place the young person there would be incompatible with the efficient use of resources or the efficient education of others". (7.3 in the code of practice)

6 Complaints

Where parents/carers or LA representatives are unhappy with the admissions procedure they may take this up, in the first instance with the Executive Principal and, if this is felt to be unsatisfactory, then with the Chair of Governors who will deal with the matter in accordance with the Academy complaints procedure.

Admissions Process Flow Chart



*In some instances, the start date may be delayed for an agreed period where the Academy needs to recruit or train appropriately skilled staff to meet the individual medical, care educational or other needs of the young person.

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Exeter Royal Academy for Deaf Education
50 Topsham Road, Exeter EX2 4NF

Telephone: 01392 267023
Email: admissions@exeterdeafacademy.ac.uk
BSL Text User: 07624 808738

Key staff:

Admissions Officer:	:	Cath Watson
Executive Principal	:	Arnet Donkin
Vice Principal	:	Trudy Chappell
Assistant Principal	:	Mark Stocks
Head of Care	:	Karen Burgess
Head of SEND and Therapy	:	Kaye Stevenson
Head of Safeguarding	:	Sylvan Dewing