



# Admissions policy

<b>APPROVED BY:</b>	<b>Board of Governors</b>
<b>APPROVED BY SIGNATURE (Chair):</b>	<b>Mark Tabbernor</b>
<b>DATE APPROVED:</b>	<b>September 25<sup>th</sup> 2024</b>
<b>REVIEW CYCLE:</b>	<b>2 Years</b>
<b>DATE OF NEXT REVIEW:</b>	<b>September 2026</b>

**Provision:**

Rigby Hall School is a co-educational Special school which caters for children and young people aged 4 to 19. Pupils have either moderate, severe or complex learning needs. The school admits pupils who are working at least a Key Stage below age expected skills and knowledge that the National Curriculum prescribes. Pupils have a range of educational needs, including Autism Spectrum Disorder and Global Developmental Delay, as well as delayed social and communication skills.

**Admissions Process:**

Admissions to Rigby Hall School are negotiated through the Local Authority (Worcestershire County Council). Most of our pupils are resident in Worcestershire, including Bromsgrove, Redditch, Droitwich and Kidderminster. All pupils will have an Educational Health Care Plan (EHCP), or will be undertaking assessment for an EHCP, as negotiated with the Local Authority through the Special Educational Needs and Disabilities team (SEND).

Guidance on Worcestershire's SEND Local Offer can be found here:

[https://www.worcestershire.gov.uk/info/20536/education\\_and\\_schools\\_the\\_local\\_offer](https://www.worcestershire.gov.uk/info/20536/education_and_schools_the_local_offer)

Worcestershire's Local Offer states:

*If your preference is for your child or young person to be considered for a Special School, then you will need to also apply online through School Admissions and they will pass your application on to SEND Services who will then process your request.*

Our admissions process is based on the following advice from the Department for Education (DfE):

[School Admissions Code](#)

[School Admission Appeals Code](#)

Rigby Hall School receive consultation papers from Worcestershire's SEND team. We review these and consider whether your child's needs can be met, as well as consideration to whether we have the space, staffing and resources to meet their individual needs through our provision. We then consult with the Local Authority as to whether we can meet the needs of the pupil. Worcestershire SEND team will confirm school places.

**Viewings:**

Unfortunately tours during the school day are not available due to the potential disruption this may cause our pupils however there is a wealth of information available on the school website.

We do however welcome visits outside of the school day and occasionally offer tours. You would be able to book a tour of the school through the school office, contacting:

[office@rigbyhall.worcs.sch.uk](mailto:office@rigbyhall.worcs.sch.uk)

School tours are typically held in small groups conducted by the Headteacher. Where the Headteacher is not available, another member of the Senior Leadership Team will show you around the school. During the tour, we talk through our provision and curriculum and we are also able to answer questions you may have regarding specialist school placements.

**Induction programme:**

Upon confirmation of a school place at Rigby Hall through the Worcestershire SEND team, the following will take place:

Tour of school offered if not undertaken already.

Welcome pack posted home.

Phone call from the Phase Lead for your child, introducing themselves and providing information around transition planning.

Transition pack sent home from your child's class teacher to share with your child (containing photos/visual support).

Transition sessions to Rigby Hall to reflect your child's needs. Transitions for September starts will follow a whole school transition programme, whereby new pupils attend 'open afternoon' sessions in the latter part of the Summer Term.