

Admissions Policy Appendix

Redgate Primary Academy

September 2022

Contents

1. Introduction	3
2. Consultation Process.....	3
3. Transitions programme.....	3
4. In Year Admissions.....	4
5. Appeals	4

1. Introduction

All children at Redgate Primary Academy have an Education, Health and Care Plan. Places are allocated through the Integrated Children's Disability Service at Nottinghamshire County Council. If you wish to request a place, contact with ICDS must be made.

Visits to the academy for prospective children are welcome – however, please be aware that to book a visit your child must either have an EHCP or be in the process of applying for one. Please contact the academy office on 01623 455944 to book a viewing.

2. Consultation Process

ICDS will consult with the leadership team at the academy to enquire about places and suitability. This is the first stage of the consultation process. If your child's needs can be met at Redgate, ICDS will direct the academy to carry out a second stage consultation. At this point, we will contact your child's current placement (if applicable) to arrange a visit to meet your child and get to know more about them.

After the second stage, we will let ICDS know whether your child's needs can be met at Redgate Primary and whether we have space in an appropriate class.

ICDS will then you know whether your child has been successful in securing a place at Redgate Primary Academy. The academy cannot give you this information.

3. Transitions programme

Once a place has been confirmed, the academy will put in place a transition plan. Transition from one placement to another is crucial, so we tailor a transitions programme for each individual child. We understand that some children will require a longer transition than others, so this individualised approach helps make the process of moving to Redgate as smooth as possible.

Transitions will always be arranged with the parents/carers and staff at the current placement, with all visits to Redgate supported by their staff. Visits will increase in duration and frequency as the programme progresses.

Within seven weeks of entry

Shortly after your child has joined Redgate, an assessment of your child's ability will be carried out. Your child will be set interim targets for the year ahead (in line with their EHCP).

4. In Year Admissions

Applications for in-year admissions or transfers should be made directly via Nottinghamshire County Council in line with our admission arrangements.

If you wish to visit our academy prior to submitting an application, please contact our main office by calling 01623 455944.

5. Appeals

If your child is not allocated a place at Redgate Primary, you have the right to appeal. The letter you receive telling you that the admission has been refused will contain some information on how to appeal.

For more information on the appeals process and to make an appeal, visit the Nottinghamshire County Council appeals page <https://www.nottinghamshire.gov.uk/education/school-admissions/appeal-a-school-admission-decision#appealssummary>