Red Gates School

Admissions and Transitions

Policy developed by:	**Headteacher**
Reviewed and approved by:	**LMT and governors**
Date of policy:	**October 2026**
Review frequency:	**Annual**
Date of next review:	**October 2027**
Linked Policies:	

Our practice will reflect the Statutory Code of Practice on the Duty to Promote Race Equality (Equalities Act 2010) and equality of opportunity and good race relations across all areas of school activity. Promoting equality is central to the ethos at Red Gates. Our practice will also reflect the Special Educational Needs and Disability Act 2001.

Criteria for Admission to Red Gates

- Red Gates caters for primary age children with severe learning difficulties (SLD) and autism (ASD) from 4 (Reception) to 11(Year 6) years of age. Admission to Red Gates will be subject to the child having an Education Health and Care Plan (or one in process) and a suitable place being available to meet the needs of the child.

- Following identification of their special needs and severe learning difficulties through the formal assessment procedure, the majority of pupils will start in Reception when they reach statutory school age.

- Pupils who initially attend schools for children with moderate learning difficulties and profound and multiple learning difficulties may transfer to Red Gates, following an Annual Review meeting which identifies the child's needs have changed and the current school setting is no longer appropriate. The EHCP will be reviewed and up dated to name Red Gates as the school and specify the child has SLD.

- Careful consideration will be given when an older child is referred to Red Gates i.e. Year 5 and above, due to time needed to settle prior to transition to a school for secondary aged students with SLD / ASD.

Admission Procedures

A change of environment for a child with SLD / ASD can be extremely unsettling for both the child and family. It is therefore imperative to plan any admission or transition carefully with parents and other professionals involved. Sufficient time must be allowed for the child to become gradually familiar with their new environment.

Admission of a pre-school child

1. Parents are invited to look around the school before they make a decision about which school they would prefer. This allows parents to make an informed choice when applying for Reception places and means that Red Gates can be named on the EHCP.

2. During the visit parents will be shown around by a member of the leadership team. They will be able to observe children working in classrooms. Time will be spent discussing the curriculum, assessment procedures, how individual programmes are devised and how parents are kept informed of their child's progress. They will also be shown the specialist rooms and outside spaces. Parents are encouraged to ask questions.

3. Currently the local authority uses the EHCP or assessment process to place children in Specialist provision. Pre-school/Nursery provision will write the EHCP in the child's pre Reception year. The Local Authority will then hold an admissions panel meeting to make the final decision on admissions to Red Gates for the following September, the Head and members of the leadership team are involved with this process and children may be seen in their pre-school setting if more information is needed. The Local Authority will inform parents of this decision.

4. Once parents have accepted a place for their child, if appropriate an appointment will be made with the school nurse to obtain any medical history so that care plans and training can be put in place. New parents and their children will be invited to an Open Morning at the end of the summer term.

5. A new child starting in Reception class, or a child who has not attended school before, will attend mornings and lunch only for the first week and this will increase to a whole day the second week. Parents join the Starter Program which includes stay and play sessions the week before children start. This provides them with the opportunity to meet staff, other professionals and other parents.

6. The class teacher and a TA from the class team will visit the family at home during the first weeks of September, prior to the child starting school, to exchange information about the child and answer any questions that parents may have.

Transfer from a special or mainstream primary school

1. Parents will be invited to visit the school and to discuss the suitability of the placement. If appropriate, the child's name will then be put forward to the admissions panel.

2. A senior member of staff will arrange to visit the school to observe the child and to discuss his/her educational needs with staff.

3. Once a place has been allocated, a visit to Red Gates will be organised to introduce the child to their new school.

4. Teachers and therapists from both schools will liaise regarding needs of the pupil and the Red Gates teacher will visit the prospective pupil in their current school setting.

5. Transition Social stories will be created, including photos, to support the transition process.

6. Any medical needs the child may have are discussed to establish a medical/health profile of the child and the nurse and therapists will contact the child's previous school to obtain further medical background information and records.

7. The class teacher and a TA from the class team will offer a visit to the family at home early in the term, to exchange information about the child.

Transfer from Red Gates to another primary special school

1. A discussion will take place with the parents at the Annual Review meeting which will include the child's progress and current needs and identify the reasons for a proposed move to another school, which could meet the child's needs better. The Educational Psychologist will carry out an assessment with the child. Parents will be advised to visit the proposed school.

2. The Head will discuss with the appropriate special school, to which the child may transfer, to invite a member of staff from the proposed school to observe the child at Red Gates.

3. The child will be put forward to be discussed at a Croydon LA SEN admissions panel meeting. Parents will be informed of the outcome by the LA.

4. Once a child has been allocated a place, Red Gates will endeavour to arrange at least one transition visit.

Transition within school

When a child transfers to a different class within school, usually at the beginning of the academic year, staff, children and parents are prepared in the following way:

1. Proposed classes are discussed and organised at Leadership and Management Team (LMT) meetings and then presented to all staff for discussion. There may be some changes at this stage. The LMT will finalise classes following feedback.

2. Parents are informed about class changes in writing at the end of the summer term.

3. Parents are invited to attend a virtual meeting with their child's new class teacher towards the end of the summer term.

4. Staff meet with each other during July to share information about new children coming into their classes in September and arrange to spend time observing children in their current classes.

5. Therapists will liaise with staff regarding the therapy needs and programmes of children transferring to their classes.

6. Transition social stories, including photos of classroom staff will be sent home at the end of the summer term for families to share, in preparation for the new school year.

Transfer to a special secondary school

At the end of Year 6, pupils transfer to a secondary phase school to complete their education which continues until they are nineteen years of age.

Croydon has two secondary schools which provide education for pupils with SLD/ASD. These are Priory School and Addington Valley Academy. However parents may also wish to consider other placements and schools in other local authorities.

Parents and pupils are prepared for the move to secondary school in the following way:

1. Parents/carers of pupils in year 4 & 5 – In the spring term parents are invited to a coffee morning where the transition process is explained and parents have the opportunity to discuss any questions or anxieties they may have. A representative from Priory School, Addington Valley Academy and the Local Authority are invited to attend this meeting.

2. Transfer to secondary school is initially discussed with parents at the Year 5 Annual Review meeting and followed up at the Year 6 Annual Review. A preferred secondary school placement is recorded at the Year 5 review meeting and this information is sent to the LA SEN Case Manager.

3. Parents are encouraged to attend opening mornings at secondary schools and/or make appointments to view schools which parents feel would meet their child's needs.

4. In the summer term of Year 5 parents will receive communication from the Local Authority containing a Secondary School transfer application form where parents will name their preferred school(s). The deadline for applications will be identified on the form.

5. During the autumn term the Transition Lead will liaise with relevant staff at prospective secondary schools to discuss needs of Year 6 children. Senior staff from prospective secondary schools are invited in to Red Gates School to observe Year 6 children and discuss their needs and whether they can be met.

6. The LA admissions panel meetings for secondary transfers are held during the spring term for Year 6 pupils and parents should be informed of the outcome by the LA by the end of February. Once a placement is confirmed our transition process begins.

The transition process:

- Pupils transferring to Priory School will visit half termly for planned activities during Year 6, beginning in the spring term. The initial visit will consist of a tour of the school and some time spent exploring the classroom and playground.
- During subsequent visits children will join in with lessons such as Music, PE and Art alongside current Year 7 pupils. Pupils will be accompanied by familiar adults from Red Gates during transition visits.
- Parents will be informed about the transition programme and are kept informed about how their child is responding to the change throughout this preparation time.
- Information on attainment data is transferred between Red Gates and respective secondary schools at the end of the summer term.

- Social stories are prepared for each child and shared during the summer term. These are sent home over the summer holiday for parents to continue to use.

Pupils that will be attending other secondary schools, both in and out of the Croydon borough, will be supported to engage in the individual schools' transition program. Parents will be advised of what these will involve once information becomes available.

As part of the transfer to secondary school, the transitions teams from both schools invite parents/carers to an individual 'family & professionals' meeting to gather information from families and professionals. This meeting is an opportunity for parents/carers to meet education and therapy teams from their child's new school, and to address any queries they may have. Other professionals who may be involved with the child such as the current class teacher, School Nursing Team, therapists and representatives from Social Care are also invited. These meetings are held at Red Gates School.

Policy reviewed October 2026

Headteacher **Date**

Chair of Governors **Date**