



## **The Northumberland Church of England Academy**

### **Admissions Procedure for The Centre**

#### **Introduction**

Admission to The Centre for Complex Learning Difficulties is by relevant statement of educational needs. The Academy will comply with the School Admissions Code issued by the Department for Education in December 2014.

The Admissions Criteria are given in the Academy Admission Policy. Parents may approach the Academy directly and this procedure outlines the procedures to be followed by Academy staff.

#### **The Centre Admissions**

Admission to The Centre for Complex Learning Difficulties is by relevant statement of educational needs or Education, Health and Care Plan, via the Local Authority (LA). Children are referred for Special Education following assessments made by a number of professionals, as well as well as accounting for the views of parents, which leads to a written legal statement of the child's Special Educational Needs.

Written referrals containing information about a child's needs will be sent to the Principal Director The Centre by the LA in order for the school to consider carefully whether the child's needs as detailed in the Statement of Educational Needs or Education, Health and Care Plan can be met at the Northumberland Church of England Academy. Occasionally referrals are sent to the Academy before the child is of statutory school age and then where possible the Academy tries to make provision for younger children, usually on a part time basis as appropriate.

Families moving into Northumberland from another area of the country who have a child with a Statement of Educational Need or Education, Health and Care Plan may contact the school directly or through Northumberland County Council, at County Hall, Morpeth 0845 600 6400.

#### **Waiting Lists**

Unsuccessful applications for a place at The Northumberland Church of England Academy will, if requested, be placed on our waiting list. This list is ranked according to the same criteria as those used for admissions above. Parents should notify the Academy that they wish to be held on this list and will be contacted directly a place is available.

#### **Links to other Academy policies**

This policy should read in conjunction with the following related policies and procedures:-

Admissions Policy