

## **Castle School - Admission Arrangements**

Castle is a school for complex special needs pupils and as such all admissions are co-ordinated and managed by the Local Authority; so the school is not in a position to directly offer parents or carers a place for their child. Having said this, in general the following principles apply:

1. The pupil has an Education, Health and Care Plan.
2. Special school education rather than mainstream can best meet the pupil's needs.
3. Resources are available to meet the pupil's needs.
4. The pupil wants to come to the school.
5. The parents agree to the school's policies and its philosophy and ethos
6. A place is available in the school.
7. The school offers a placement which is appropriate for the pupil and is the nearest available to their home.
8. The placement has been agreed by the school and the Local Authority.
9. If the pupil's medical needs cannot be met within existing resources the appropriate staffing is to be agreed and arranged within the appropriate authorities before the child is admitted.
10. The school will be allowed full access to the pupil's medical, academic and social records where necessary to build up a 'pen-picture' of the child's need. This will ensure that any placement offered will be appropriate, both for the individual pupil and for other pupils already at the school.

Certain constraints apply when a pupil is being considered for admission into the school:

1. The pupil requires a residential placement (we are not a residential school).
2. The pupil has communication/sensory/physical/social, emotional and/or behavioural difficulties but does not have learning difficulties.
3. The pupil needs substantial and regular support from a teacher qualified in the teaching of the visually and/or hearing impaired.

We do encourage parents and carers to visit the school. Please contact the school office to arrange a mutually convenient time. We aim to make the transition from home to school as smooth as possible and encourage visits at least twice before the child actually takes up their placement.

You will be offered the opportunity to attend a multi-disciplinary admissions meeting at which all of your child's particular needs can be shared and prepared for by the whole team.

Most children are transported between home and school in taxis or mini-buses. The arrangements for this are made by:

### **Social and Education Transport Team**

Email: [edtransport@cambridgeshire.gov.uk](mailto:edtransport@cambridgeshire.gov.uk)

Telephone: 01223 706 123

### **Statutory Assessment Team**

General Enquiries: 01480 372600 or [start@cambridgeshire.gov.uk](mailto:start@cambridgeshire.gov.uk)