

# Admissions and Procedures Policy



Pride  
Passion  
Partnership  
Professionalism  
Positivity

## Introduction

- The Satellite has an agreed admission number of 55 students in Years 5 – 11, for 2024-2025.
- Students must have an Educational Health and Care Plan with identified Autism and / or an identified Speech, Language and Communication Need (SLCN) in order to qualify for placement at the Satellite school.
- The majority of our students have had a mainstream placement whether at primary or secondary level, and undergone a statutory assessment by the Local Authority (LA) for an EHCP. Students are referred to The Satellite for admission consultations from Primary and Secondary mainstream schools or Special schools from Islington and other Local Authorities where their needs can no longer be met.
- The Headteacher is sent admissions consultation documents for each student by the Local Authority (LA).
- The parents/carers and student are invited to come into the Satellite school for a visit and a meeting with an allocated member of the Senior Leadership Team, and where relevant a member of the school's therapy team (Speech and language therapist). All visits take place during the school day, allowing for parents / carers and the student to be able to have a full experience of the school's learning environment.
- Placement offers are dependent on availability of places and whether the student's needs can be met by the school.
- All decisions are made in collaboration with all stakeholders and take into consideration not only the needs of the referred student but the needs of all other students at the school. If all parties are in agreement that the placement is appropriate for the student, arrangements are made by the Satellite school and the LA for an agreed admissions process, and starting date.
- Admissions take place throughout the year, ideally at the start of each new term.

## Notes

- If The Satellite and / or Governing Body are given false information or if historic information is provided at a later date which suggests that the placement is not suitable, the Governing Body reserves the right to withdraw the offer of a place to the student at any time.
- "Parent / carer" refers to any person who has parental responsibility for care of the student.
- If you have any further questions, information can be downloaded from The Satellite website or requested by contacting The Satellite's Office.

---

## Additional Information

### In-Year Admissions

- Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If more applications are received than there are places available, applications will be considered by the Headteacher and alongside the local authorities submitting the consultations.
- If a place cannot be offered at this time, parents / carers may ask the Satellite school for the reasons and parents will be informed of the right of appeal by their Local Authority.
- Parents / carers wishing to make an application to the Satellite school must communicate this with their residing Local Authority who will consult with the school on the student's behalf.

### Transition Arrangements

In order to ensure successful transfer of students into The Satellite community, the school will arrange a programme of transition which involves:

- The school will organise a transition meeting with the parent (s)/carer(s), the previous school and any other professionals that may be relevant to a successful transition.
- A transition plan will be written at this meeting to ensure the Satellite staff have a complete picture of need: academic, personal, physical and medical. It will also outline the key strategies to be in place to support a smooth transition.
- In the transition meeting a phased transition timetable will be agreed that will extend over a two week period to support the student settling into their new school.