

Admission criteria 2019

Tower Hamlets Local Authority (LA) sets the formal admission criteria for Stephen Hawking School.

Pupils will:

- have a combination of severe learning, health and care needs;
- need sophisticated specialist support in terms of resources and staff;
- have multi-professional assessments which specify clearly the severe and complex nature of the difficulties

Admission to the school is in line with the requirements the Special Educational Needs and Disability Code of Practice: 0-25 years (2015). This results in a full multi-professional assessment. This assessment is co-ordinated by the Special Needs Section of the child's Local Authority.

Tower Hamlets parents can contact the SEN section directly at:

S.E.N. Section
The Town Hall,
Mulberry Place,
5 Clove Crescent,
E14 2BG

Tel: 020-7364-5000

If, after a visit, parents decide that they would like their child to attend the school the SEN section will process the admission papers and, as part of the formal consultation process, send them to the headteacher. If the school governors feel that Stephen Hawking School can meet the educational needs of the child, the school will then contact the parents to arrange a start date.

Admissions process at Stephen Hawking School

Children are only admitted to Stephen Hawking School after notification from SEN Section at the Town Hall. They do not have to have a full statement and can be admitted during the assessment period if necessary.

1. Details are given to Headteacher by SEN section
2. Headteacher passes them on to relevant head of dept.
3. Headteacher and head of department, in consultation with others, decide if a placement at the school will meet the pupil's needs
4. Following this, the headteacher in consultation with the head of department will decide which class would be appropriate and roughly when the pupil can start. Any staffing implications are also considered at

this point. If the headteacher and head of department feel that the school would not be able to meet the child's needs the papers are returned with an explanation to the LA

5. The home school liaison officer.
 - Contacts family and arranges visit if necessary
 - Gives the family a start date
 - Liaises with class teacher about starting arrangements (eg full time/part time etc)
 - Arranges transport
 - Sets up brown office file
 - Fills in what details she can on admission form
 - Distributes second set of papers to therapists, medical team etc (see separate list)
6. Child starts school. Admission papers completed on first day by class teacher with school nurse and home school liaison officer.

Exceptions to this include:

- Emergency placements
- Transfers from another school (including mainstream)