

Carr Manor Community School

Admissions Policy – Mosaic Autism Resource Provision

This policy applies to staff, pupils, parents and governors

Adopted by the governing body: March 2021

Review date: March 2022

Admissions process for Mosaic Autism Resource Provision at Carr Manor Community School

- Parents/carers should contact the Local Authority or current school to discuss the needs of the child.
- Parents/carers may have already visited the provision at CMCS, obtained information from the school website, and/or attended prospective parents/carers events.
- Attending EHCPs prior to this process will only be done in exceptional circumstances.

Parents/Carers may have named the Autism Resource Provision at Carr Manor Community School (CMCS) on the pupil's EHCP.



Discussions result in a request by parents/carers for the Resource Provision at CMCS to be named on the EHCP or Statement.



The Local Authority has 20 weeks from the date of the meeting to process the EHCP or Statement.



- The Local Authority contacts Carr Manor Community School in writing to start the consultation process.
- Carr Manor has 15 working days from the receipt of the request to consider the details contained within the EHCP or Statement (extensions may be requested).



The admissions panel, led by the Consultation Lead, consider the information provided by the Local Authority. The panel may deem it necessary to obtain additional information from the Local Authority, and/or arrange for the prospective pupil to be visited in their current setting for classroom observations and discussions with staff at their current school.





Decision to offer a place at Mosaic, as the school is able to make the correct provision to meet the needs outlined in the EHCP or Statement, in line with the SEN code of practice.



Decision NOT to offer a place at Mosaic, in line with the SEN code of practice, based on the inability to meet the pupil's needs, or incompatibility with the efficient education of other pupils at Carr Manor Community School.



- A visit to the school is arranged for the parents, carers, professionals, and prospective pupils.
- A home or school visit may be scheduled to gather further information to support the transition process.



The Local Authority accepts the offer and contacts are agreed for funding a place at Mosaic resource provision at CMCS.



- The transition process begins.
- New pupil has a start date, and a personalised plan for a smooth transition to meet their individual needs.
- Parents/carers are invited to parent/carer hub events, and professionals are invited to meetings and events.
- Parents/carers are provided with a transition pack, and all forms requiring signatures are returned to school prior to starting.