



**HAMILTON LODGE SCHOOL**

**Admissions Policy**

February 2009  
To be reviewed: February 2010 (G)

## **Admissions to Hamilton Lodge School**

Hamilton Lodge School for Deaf Children is a non-maintained special school which caters for deaf children from the ages of five to eighteen. It has a mixture of up to eighty day and residential places for pupils who access the curriculum through a Child Centred Communication Approach. Pupils are placed at the school by a number of Local Authorities, mainly from London and the South East but increasingly further afield.

The School has a comprehensive intake and its population reflects the range of ability which may be found in a mainstream Primary or Secondary School. It is approved by the Department for Children, Schools and Families as a school for deaf children.

We recognise that, from time to time, applications for a place maybe made where we do not feel able to meet the needs identified, where the needs may be outside our terms of approval by the DCSF, or where the school does not have a suitable place. In this case the reasons will be explained.

### **Admission arrangements**

Parents or Carers considering the school are invited to contact the Senior Administrative Officer to arrange a visit. If, having viewed the school, they are interested in a place for their child, they are asked to register this interest with the school and their Local Authority. A possible change in educational provision is normally considered at a pupil's Annual Review and parents/carers are advised that it is not the usual practice of the School to admit pupils until a place has been requested by the Local Authority. Similarly, any change to arrangements (e.g. moving from day to residential) is made in agreement with the placing authority. As Hamilton Lodge School is non-maintained, the Governing Body does have the discretion to admit fee-paying pupils although this is rarely exercised.

With the agreement of the Local Authority or the school, the Head Teacher sometimes accompanied by the Head of Care, will visit the prospective new pupil in their current placement. This visit is used both to assess the child's suitability for Hamilton Lodge School and also to familiarise him or her with the visiting member of staff in a situation which is comfortable and non-threatening. In certain circumstances it is also possible to arrange for a child to spend a few days at Hamilton Lodge School on a trial basis.

Pupils joining the school at other times of the year are offered more individualised induction sessions which for the youngest children may take the form of weekly visits to their new class during the term before they are five.

## **Complaints**

Where parents/carers or LA representatives are unhappy with the admissions procedure they may take this up, in the first instance with the Head Teacher and, if this is felt to be unsatisfactory, then with the Chair of Governors in accordance with the School's Complaints Procedure.

## **Other related policies**

- Complaints Policy
- Equal Opportunities Policy
- Race Equality
- Equality & Diversity Policy

## **Helpful Websites**

- NDCS - [www.ndcs.org.uk](http://www.ndcs.org.uk)