



HAMILTON LODGE  
SCHOOL AND COLLEGE

All policies are developed collaboratively to ensure we fulfil our mission to teach each one of our Primary, Secondary pupils and Further Education students to:

- develop a full language to support memory & learning
- achieve their academic and vocational potential
- be safe and confident in the modern world
- have happy memories of their childhood and make lasting friendships
- be healthy and resilient both physically and emotionally

## 01: Admissions Arrangements.

Compulsory Policy.



HLSC Specific Policy.

**Date Approved:**

**27 October 2020**

Chair of Governors:

Martin Redshaw.

Principal:

Billy Mc Inally.

Policy Lead:

Business Manager.

**Expiry Date:**

**27 October 2021**

**Updated when Admissions Arrangements are changed.**



Hamilton Lodge School and College Policy Document.

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## Admissions to Hamilton Lodge School & College

Hamilton Lodge is a non-maintained special school and college which caters for deaf children from the ages of five to nineteen. It has 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 the South of England and London but, increasingly, further afield.

Hamilton Lodge is approved by the Department for Education as a school for deaf children AND also registered for pupils with MSI and VI needs. All children and young people placed at HLSC have Education, Health & Care Plans (EHCPs) identifying Deafness as their main SEN. We also have a significant proportion of pupils presenting with additional needs above and beyond their Deafness. E.g. pupils with dual sensory impairment, autistic spectrum disorder, physical difficulties as well as additional learning needs. In addition to this a small number of pupils are regarded as vulnerable learners as a consequence of their social / emotional situation.

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

### Admission arrangements

Parents or Carers considering the school/college are invited to contact the PA to the Principal to arrange a visit. If, having viewed the school at this preliminary visit, they are interested in a place for their child, they are asked to register this interest with the school/college 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 and college 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 is non-maintained, the Governing Body does have the discretion to admit fee-paying pupils although this is rarely exercised.

Prospective pupils are invited for assessment visits; these are organised by the Head of School in liaison with the Head of Care. Sometimes, the assessment visit is over two days inclusive of an overnight stay for residential pupils however for more complex needs pupils, it is advisable to stagger the assessment visits over a number of days, gradually building up the assessment period to suit the needs of the individual pupils. Pupils are assessed in terms of their signing ability by the BSL & Deaf Studies Coordinator, speech and language needs by our Specialist Speech and Language Therapist, literacy and maths as well as social and emotional needs and a residential report is submitted as appropriate. Parents complete necessary paperwork for a temporary stay and the

school nurse meets with the parents to discuss any medical needs or medicines to be administered. After the assessment period, a full assessment report is collated by the Head of School & College and discussed with the SENCO and Leadership Team; this is submitted to the Local Authority with fee bandings set by the school based upon the assessment findings.

With the agreement of the Local Authority, the Head of School & College, SENCO or Head of Care may visit the prospective new pupil in their current placement. This visit is used both to assess the child's suitability for Hamilton Lodge and also to familiarise him or her with the visiting member of staff in a situation which is comfortable and familiar. Transition sessions are arranged with the pupils' existing placement.

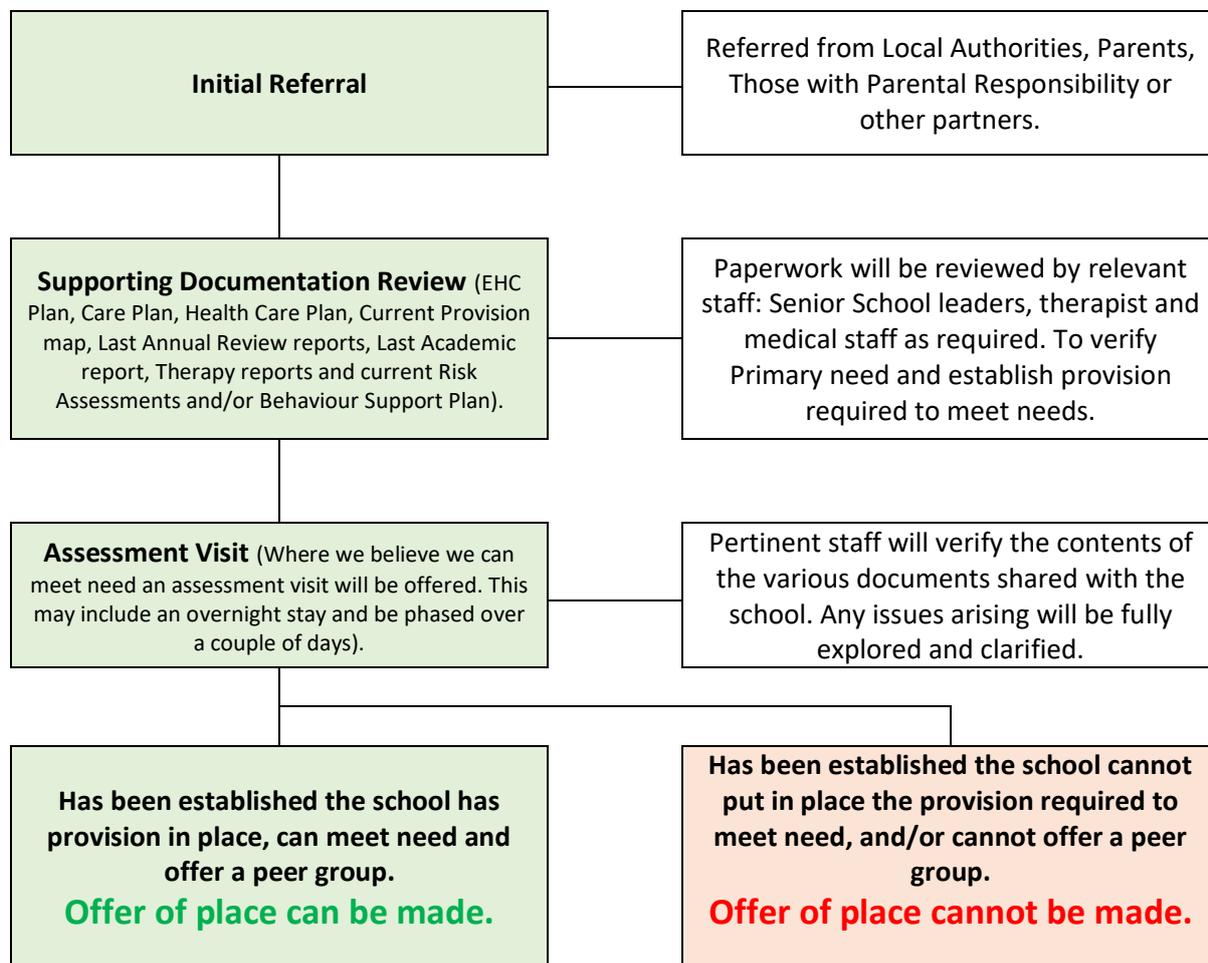
The Child Centred approach to communication means that we can meet the needs of a range of pupils who have different experiences and levels of communication. Every young person needs a language, a means of communication and a community with whom to communicate. Many deaf children need a school such as ours to enable and nurture their communication and to give them a community in which they can fully interact. Language, communication and community are vital for development of memory, learning, social skills and mental health.

## Complaints

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

## Appendix 1. Admission Process

Visits are encouraged to ensure parents are fully aware of the provision the school can offer.



## Appendix 2 Helpful Websites

- NDCS - [www.ndcs.org.uk](http://www.ndcs.org.uk)
- BDA – [www.bda.org](http://www.bda.org)
- Action on Hearing Loss (RNID) [www.actiononhearingloss.org.uk](http://www.actiononhearingloss.org.uk)
- RAD – [www.royaldeaf.org.uk](http://www.royaldeaf.org.uk)