



St. John Vianney School

Steps to Independence & Education for Life

Document Control

Document Control	
Title	ADMISSIONS POLICY
Supersedes	Admission Policy March 2023
Author	K Nesbitt, A Moloney
Owner	K Nesbitt
Area of Governance	Pupil Progress Committee
Date	March 2024
Related Documents	N/A
Circulation	All Staff, GB
Status	Approved by GB
View by Staff	March 2024
Date of ratification by Governors	March 2024
Review	Annually March 2025
Distribution	SJV server, Main Office, Compliance Manager, Trust Governor Portal, Website



SAINT JOHN VIANNEY R C SCHOOL



THE MISSION STATEMENT OF SAINT JOHN VIANNEY SCHOOL

Our Mission Statement

At St John Vianney School we celebrate the uniqueness of every child and the God given gifts they bring each day to our learning community.

Inspired by the example of Jesus Christ we are a school where every child and young person is highly valued and encouraged to give their best.

Building on our Roman Catholic foundations we aim to foster an engaging, nurturing and safe environment, within which our children thrive and achieve their full potential.

Our St John Vianney family is dedicated to fostering independence and educating resilient, lifelong learners, who are empowered to enrich their own lives and those of others.

ADMISSION POLICY

St John Vianney Roman Catholic School welcomes applications from children and young people aged between 5 and 19.

The maximum number of full-time places at the school during the academic year 2024-2025 is 120.

All applicants are required to:-

- Have an Education and Health Care Plan (EHCP) in place (or be near to the completion of one).
- Process their application through the Local Authority, within which the prospective pupil resides (Home Local Authority).
- Support the Roman Catholic mission, values and ethos of the school.

St John Vianney will:-

Offer places to pupils who have been identified with:-

- Moderate Learning Difficulties
- Complex Needs
- Speech, Language and Communication Needs
- And/Or has a diagnosis of Autistic Spectrum Condition

Over-subscription

If there are more applications than the number of places available in the school the following over-subscription criteria will be applied:-

- **Category 1**
Priority will be given to all Looked After Children (including Internationally Adopted Previously Looked After Children (IAPAC; those children adopted from state care outside of England)) or previously Looked After Children who are Roman Catholic over all other Roman Catholic applicants.
- **Category 2**
Roman Catholic children who reside within the Diocese of Salford.
- **Category 3**
Roman Catholic children who reside within the Diocese of Shrewsbury.

- **Category 4**
Roman Catholic children who reside in other dioceses within travelling distance.
- **Category 5**
Priority will be given to all Looked After Children or previously Looked After Children who are not Roman Catholic over all other applicants who are not Roman Catholic.
- **Category 6**
Other Non-Roman Catholic children from Greater Manchester.
- **Category 7**
Other Non-Roman Catholic children within travelling distance.

Post 16 Provision

Students interested in Post 16 provision at St John Vianney will undertake a 'Year 11 Transition Review' during their annual review, which will include the participation of:-

- The student
- His/her/their parents/carers
- School staff
- Representatives from Connexions
- Representatives from the student's Home Local Authority
- Other relevant agencies as required.

(The student's statement of Special Educational Need or EHCP will be maintained and updated as required).

The Admission Process

1. Application

- The Home Local Authority sends a letter to St John Vianney School with information regarding a potential application.
- The information is checked by the SENCo who begins the admission process as follows:-

- Acknowledgement of receipt of the letter and supporting documents from the Home Local Authority.
- Review of the EHCP and supporting documents by the admissions team completing an 'initial observation checklist'.
- Discussion with the Senior Leadership Team at St John Vianney School to ascertain if the pupil's needs can be met.
- If yes, arrangement of a visit to the pupil's current educational setting made by the admissions team to observe the pupil and assess the pupil's needs, in discussion with staff.
- If no, email is sent to Local Authority by SENCo explaining of reason for no offer.
- After observation SENCo reports back to SLT and a final decision is made by SLT.
- If it is deemed we are able to meet need, an offer letter is sent to the pupil's Home Local Authority. This may be a full placement offer or a 6-week transition offer for in year transitions.
- The Home Local Authority must accept the offer in order to continue the admission process.
- Upon receipt of acceptance of the offer of a placement from the Home Local Authority, the SENCo liaises with the pupil's parents/carers to complete the admission paperwork and establish a personalised transition programme.

2. Transition

- A Transition Programme is agreed and implemented.
- The Home Local Authority and the pupil's parents/carers are informed of the start date.
- A review of progress takes place weekly during the Transition Programme and adjustments are made as required.
- Ideally pupils will attend on a full-time basis after 6 weeks. However, this can be extended to meet the needs of the pupil.

3. No offer made

- When a place is not offered by St John Vianney School or the Local Authority does not accept the offer of a place, parents have the right to appeal through the appeal process of their Home Local Authority.
- The SENCo from the school will attend any mediation or tribunal hearings that are generated from an appeal.

4. In-year Admission arrangements will follow the Admission process described above. Additionally;

- The in-year, 6-week transition offer consists of a 'trial' transition placement, whereby the pupil remains on roll in their current school, but accesses learning within the St John Vianney setting. This provision may be full time or part time to support a successful transition.
- Within this transition period the SENCo liaises with the staff team and home to assess if needs can be met at SJV in respect of EHCP. If needs can be met the pupil officially comes on roll at St John Vianney School after the 6-week transition is completed. If needs cannot be met, at this point, the pupil would not come onto roll at St John Vianney School. The SENCo will then work with the Family and the home LEA to support securing appropriate next provision for the child.