



Jigsaw CABAS® School – fulfilling potential

JIGSAW CABAS® SCHOOL

ADMISSIONS POLICY

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1 BACKGROUND

Jigsaw CABAS® School is a day school for children diagnosed with an autism spectrum disorder and who have moderate to severe learning difficulties.



2 THE POLICY

2.1 RATIONALE

The School will be particularly appropriate for children who require a co-ordinated and consistent programme of education.

It is expected that children who attend Jigsaw CABAS® School will have a full Statement of Special Educational Needs or EHCP with ASD as the Primary diagnosis.

2.2 POLICY AIMS

The policy aims to set out the admission criteria for parents and local authorities

2.3 CATCHMENT AREA

Jigsaw CABAS® School currently has a catchment area which includes Surrey, West Sussex, Hampshire, Portsmouth City and London Areas. Pupils will be considered for a place providing their anticipated journey is less than one hour for a Primary aged child and one hour 30 minutes for a Secondary aged child.

2.4 SCOPE

Jigsaw CABAS® School aims to meet the needs of pupils with Autism Spectrum Disorder which may be accompanied by moderate, severe or complex learning difficulties and speech and language difficulties using a structured programme of intensive intervention based on the principles of Applied Behaviour Analysis (ABA). The school is open to all pupils with autism equally subject to assessment for a place, and Local Authority or other funding being in place.

In formulating its Admissions Policy, Jigsaw recognises the importance of adherence to the regulations of Children and Families Act 2014, The Equality Act (2010) the Special Educational Needs and Disability Discrimination Act (2001), The Human Rights Act (1998), The Race Relations Act (1976) and the Sex Discrimination Act (1975).

The maximum number of pupils attending Jigsaw CABAS® School is determined by Her Majesty's Inspectors of Schools. All pupils must have a Statement of Special Educational Needs (or Education, Health and Care Plan from September 2014 in line with the Children's and Families Act 2014) as defined in the SEN Code of Practice. Once a pupil has been assessed then the School Management Team will determine whether a place will be offered. Open days are held for parents and professionals at regular intervals and we welcome informal visits from prospective parents that will help them make an informed decision about the best school for their child.

For those parents and Local Authorities that wish to place children at Jigsaw CABAS® School, individual arrangements can be made to visit the school.

Placement applications are normally submitted by the child's Local Authority. The Local Authority is expected to make all relevant papers relating to the prospective pupil available to the school to enable an informed decision to be taken as to whether the



placement would be appropriate. The assessment process further determines whether there is an appropriate peer group available at the school.

The level of need will be established during the application process and visits during which educational, health and safety criteria will be paramount. Parents will be kept informed of all decisions throughout the assessment process.

The Director of Education and the governors will make decisions regularly about the number of places that can be offered, depending on management and financial considerations.

The final decision for offering a place is made in writing to parents and LA.

Parents may appeal about the decision if their son/daughter is not offered a place:

The appeal process consists of discussion with Director of Education in the first instance. If the parent is still unhappy, this is followed by discussions with the appointed governor who will explain to the parent the reasons for the decision.

Pupils may enter the school throughout the school year. Pupils usually attend the school on a part time basis for the initial two weeks to allow for further assessments to be completed and to facilitate the transition to the new setting.

2.5 FEES:

Fees are paid by the funding Local Authority in the child's home location. Jigsaw CABAS® School will consider private pupils subject to the above Admissions criteria.



3 APPENDICES

3.1 RELATED DOCUMENTS

Document	Hard Copy Location	Electronic Copy Location
CABAS documents		O:\Admissions & Screening\Parent Open Morning\to email out to prospective parents
Brochure		O:\Admissions & Screening\Open Mornings\open morning packs\JigsawBrochure150916(20162) online.pdf
Directions		O:\Admissions & Screening\Open Mornings\open morning packs\DirectionsJan 17.doc
Ofsted Report 2016		O:\Admissions & Screening\Open Mornings\open morning packs\JigsawCABAS10020834 Final Reportpdf
Pupil Induction checklist		O:\Admissions & Screening\Pupil Induction Checklist.doc
Entry Criteria and Admissions Procedure		O\Policies and Procedures\Admissions\Entry Criteria and Admission procedure
Initial Assessment flowchart		O\Policies and Procedures\Admissions\Initial Assessment flowchart

3.2 GLOSSARY OF TERMS

Term	Definition



4 INTERIM AMENDMENTS

Section/Page

Amendment
