

**Vision:**

Achievement for All.

**Mission:**

To fulfil this through developing every child's personality, abilities and talents to the full, to be the best they can be.

Sandgate School is committed to reflecting the United Nation Convention on the Rights of the Child in its policies and practice. The rights of the child considered to be especially relevant to this policy include:

- Right 3: The best interests of the child must be a top priority in all things that affect children.
- Right 12: Every child has the right to have a say in all matters affecting them, and to have their views taken seriously.
- Right 19. Children must be protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.
- Right 33 Children must be protected from the use of illegal drugs.
- Right 34. Children must be protected from sexual abuse and exploitation.
- Right 36 Children must be protected from all other forms of bad treatment.

### Equality Impact

This policy recognises that every member of staff, governor and volunteer is responsible for ensuring that safeguarding at Sandgate school is integral to the daily life of every one of our children. Sandgate school treats all students and children as individuals (regardless of age, background, need or academic level) and strives to ensure they are safe and protected whilst they learn to take risks as they develop and grow.

The Local Authority (LA) makes arrangements for the identification and assessment of children who have Special Educational Needs. Parents have an important role in this assessment process.

1

Author	Dan Hinton
Date amended	November 2018
Date approved at Governing body	September
Date for review	November 2021

Children who are to be educated at Sandgate School must be directed to the school through the Local Authority. Pupils normally have a statement or Education, Health and Care Plan (EHCP) which outlines their severe or profound learning difficulties. In some cases, the local authority may direct a child with another category of need but this is at the discretion of the local authority. In exceptional emergency cases, the LA may agree to an 'assessment place'. This is time limited and requires the agreement of parents.

Pupils are usually entitled to transport organised by Cumbria County Council to their nearest school. For further information or advice regarding admissions for a pupil with a statement of educational need or EHCP, please contact:

Mary Mulligan  
Senior Manager Inclusion  
Cumbria House  
117 Botchergate  
Carlisle  
CA1 1RD  
Email: [mary.mulligan@cumbria.gov.uk](mailto:mary.mulligan@cumbria.gov.uk)

For general information or advice regarding admissions, please contact:

School Admissions  
Cumbria House  
117 Botchergate  
Carlisle  
CA1 1RD  
Tel: 01228 221582  
Email: [school.admissions@cumbria.gov.uk](mailto:school.admissions@cumbria.gov.uk)

The school will accept all pupils directed towards them. However, exceptions may lie if contract measures within a risk assessment cannot be addressed due to:

2

Author	Dan Hinton
Date amended	November 2018
Date approved at Governing body	September
Date for review	November 2021

- Resourcing
- Pragmatic school organisation
- Control measures which lie outside the school’s expertise

The children joining our school come from a variety of backgrounds. For some this may be their first experience of a formal setting, while others have been in pre-school or nursery or school settings previously. We feel that it is vital to ensure a smooth transition from another setting to Sandgate School. We do this through a planned transition procedure:

1. Parents / carers visit school, with or without another professional (e.g. nursery staff, school staff, advisory teacher, family worker).
2. Child visits school with parents / carers.
3. Sandgate staff visit child in current setting.
4. Sandgate staff attend EHCP review.
5. Sandgate staff liaise with current setting and parents / carers.
6. Transition visits arranged. These begin accompanied by current staff or parents, and the final visit is usually attended by the child alone.
7. Child commences placement at Sandgate.
8. With the exception of transfers from beyond the catchment area, school will endeavour to commence new pupils at the beginning of a school term, with most new pupils transferring for a September start date.

To ensure that the transition is effective, it is usual to allow about half a term to complete all steps in the process.

This procedure applies throughout the school.

Author	Dan Hinton
Date amended	November 2018
Date approved at Governing body	September
Date for review	November 2021