

Admissions protocol

LA consults with St. Luke's Academy on individual student.

St. Luke's have 15 calendar days to respond to consultation



SENCO to arrange a visit to the Academy for the student and their family to meet with the Principal and SENCO and tour the school. During the consultation period SENCO will contact school and/or LA for further information if needed. In addition, social services may also be contacted for a CLA student or if there are specific social care concerns



If St. Luke's Academy agree to consultation and LA name St. Luke's Academy then SENCO to arrange a home visit to ensure new student induction and all transition work completed, including uniform, finalising transport, discussion of phased induction and option choices for Year 9 upwards.



SENCO to share all relevant information in whole staff briefing and specific information with relevant staff including copy of student induction form. SENCO to ensure all relevant information is with office staff including correct banding level to business manager. Keyworker to ring home and introduce themselves to the family and explain role. Keyworker to complete risk assessment before student begins.



Student begins phased induction. Week 1 8.55-11.25, Week 2 8.55-12.15, Week 3 8.55-1.00 (to include lunch), Week 4 8.55-3. Review each week on a Friday with SENCO, SLT and pastoral team and keyworker to communicate plans with family for the week ahead and office staff around transport.