

Admissions and Assessment Place Policy

April 2026

Approved by:	Headteacher
Date:	April 2026
Next review date:	April 2028

Date: 16.04.2026

Admissions and Assessment Place Policy

This policy forms part of the school assessment place policy

Rationale

At Longwill, we are committed to ensuring that every child is placed in an environment where they feel a strong sense of belonging, are able to communicate fully, and can thrive academically, socially and emotionally.

As a specialist, sign-bilingual provision for Deaf children, it is essential that any placement is carefully considered to ensure that the school can meet the child's communication, learning and wellbeing needs.

An assessment placement allows Longwill to determine whether it is an appropriate and positive placement for a child, in line with our vision, values and safeguarding responsibilities.

The Aim of this policy

This policy outlines the process and expectations for assessment placements at Longwill. It ensures that:

- Decisions are made in the best interests of the child
- All stakeholders work in partnership
- Placements are safe, appropriate and sustainable
- The school maintains high expectations for all pupils

What is an Assessment Placement?

An assessment placement is a short-term, structured placement which allows the school to:

- Assess how a child accesses a sign-bilingual environment (BSL and English)
- Evaluate communication, learning and social interaction
- Determine whether the school can meet the child's needs
- The assessment place of all children is always underpinned by the principles which protects, promotes and supports the UN Rights of the Child (Articles 27, 28, 12 and 3 are of particular relevance relating to this policy).

An assessment placement does not constitute an offer of a school place.

Expectations During Assessment

During the assessment placement, pupils will:

- Access a personalised timetable where appropriate
- Be supported by experienced staff
- Be observed across learning, social and unstructured times
- Engage safely and positively within the school community
- Access learning in a meaningful way
- Respond to support, structure and routines
- Adhere to the schools behavioural policy

Communication and Access

As a sign-bilingual school, Longwill places communication at the heart of learning and wellbeing.

During the assessment placement, the school will consider:

- The child's access to and use of British Sign Language (BSL) and/or English
- Their ability to engage within a Deaf environment
- Their communication preferences and identity

This ensures that any placement supports the child's right to language, inclusion and identity.

No Guarantee of Admission

Attendance at an assessment placement **does not mean** that a place at Longwill will be offered.

Any decision regarding suitability will be based on:

- The child's needs and presentation over time
- Their ability to access the curriculum and environment
- The school's capacity to meet need effectively
- Deafness must be the child's main need
- The child must be a BSL user or willing to learn
- The child **MUST** have an EHCP (or in process)

Where Longwill is considered suitable, any placement must be agreed through the Local Authority.

Duration of Assessment Placement

Assessment placements are time-limited and agreed in advance.

The duration may be adjusted depending on:

- The needs of the child
- The level of information gathered
- Any emerging concerns or risks

Health, Safety and Safeguarding

Safeguarding is central to all aspects of school life at Longwill and runs as a golden thread through all decisions.

Prior to and during the assessment placement:

- Full information must be shared by parents/carers and professionals
- Risk assessments will be completed as appropriate
- Medical, communication and behavioural needs will be carefully reviewed
- Assessments will be carried out by trained professionals while at Longwill
- Educational levels will be shared by current setting (if in another provision)
- Parents/carers will be responsible for drop off and pick up

The school reserves the right to withdraw an assessment placement at any time if:

- Health and safety risks cannot be safely managed
- There is a risk to the child, other pupils or staff
- Information provided is incomplete or inaccurate
- The placement is not considered suitable
- Health and safety concerns arise
- The child is unable to access the provision safely or appropriately

Parental/Carer Responsibility and Liability

Parents/carers and referring bodies must ensure that all relevant information about the child is shared prior to the placement. The school will exercise duty of care during the school day. However, it cannot accept liability where risks arise due to incomplete or inaccurate information being provided.

Meals and Charges

School meals are available during the assessment placement. Meals will be charged in line with the school's usual arrangements, unless the child is eligible for free school meals.

Equal Opportunities

No discrimination will take place, regardless of race, gender or disability. Children's work will be marked on its own merit and with regard to personal progress and not in competitive scoring systems.

Roles and Responsibilities

It is the role of the teacher to mark the children's work in accordance with the policy set out above.

Review date of policy: April 2028

Jessica Rosser

Headteacher

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