

This Policy has been adopted and approved by Oxlip Learning Partnership (OLP)

Admission Criteria for Copleston Communication and Interaction Specialist Unit	
Approved by OLP	11.7.25
Reviewed	May 2025
Ratified by Copleston LAB	23.6.25
Date of next Review	Summer Term 2026
Responsible Officer	Vice Principal – Lakshmi Vadali
Policy Number	A27

Definition of a Parent

- All biological parents, whether they are married or not.
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

Copleston Communication and Interaction Department (CC&ID for the purpose of this document) is an inclusive part of the Copleston High School Community and supports students in re-establishing their learning through the means of Communication and Interaction, enabling students to flourish, grow and achieve in an educational setting. The unit is not a special school. It is a specialist unit attached to Copleston High School with the expectation that students integrate into the main school accessing full statutory curriculum entitlement whilst simultaneously accessing the CC&ID for targeted intervention throughout the week. Where EHCP provision requirements mean that the students is in the CC&ID for a larger portion of time, conscious and deliberate decision making will be made regarding curriculum offer. This will be decided in collaboration with the pupil and family/guardian/carers.

This guidance outlines the protocols with regard to admission to Copleston High School Communication and Interaction Specialist Unit.

This criteria is to be read in conjunction with policies relating to:

- Accessibility Policy
- Equality Policy
- Special Educational Needs Policy
- Attendance Policy
- Behaviour Policy
- Curriculum Learning and Assessment Policy

Category of Referral

The CC&ID makes educational provision for children/young people (CYP) who are:

- Referred by Suffolk County Council (SCC) Specialist Education Panel (SEP) and have an Education, Health and Care Plan (EHCP) that identifies communication and interaction as the primary need impacting on the student's ability to access the curriculum.
- Currently in Key Stage 3 or 4 and would benefit socially and academically from supported integration into a large mainstream setting and its curriculum.
- Transitioning students from Year 6 into secondary school with a primary area of need as Communication and Interaction on their EHCP.
- Able to access learning in a smaller group initially but do not require ongoing, daily 1:1/specific adult support (as detailed in their EHCP) and where there is agreement that transition to larger group mainstream teaching is the desirable and likely outcome. All students are expected to increase the time they spend (unsupported) in mainstream lessons to 75-90%, returning to the CC&ID for targeted intervention and structured social times.
- Expectation is that students will access learning via a full timetable with a view to join-mainstream classes from the start.

A referral will not be considered outside of the published CC&ID referral process. A CYP will only be considered for placement when the following are in place:

- A current Education, Health and Care Plan that has been amended in the most recent academic year to reflect current presenting pupil need.
- A completed, up-to-date pupil level risk assessment, where relevant.
- In the case of a pupil under Social Care, a meeting/discussion between DSLs/DDSLs (Designated Safeguarding Leads and Deputy DSL).
- Any other relevant information such as copies of recent annual reviews, educational assessment reports, medical reports, etc.

Please note:

If, following agreement to make provision for a CYP, information comes to light which was not shared at the referral stage and impacts greatly on the CC&ID's ability to provide suitable provision, placement of CYP may be reviewed through an emergency Annual Review and result in an interim bespoke package of support being implemented whilst alternative specialist provision is sought via SCC SEP.

Students who are permanently excluded from a Special school or Specialist Provision will not be considered for admission to CC & ID unit.

Admissions Procedure for the CC&ID

- Referrals to the CC&ID will be considered by SCC SEND Managers; if deemed appropriate, SCC will issue an EHCP consultation to identify whether or not all provision requirements detailed within Section F of the CYP EHCP can be met within the CC&ID.
- All referrals to the CC&ID will be reviewed and considered by Copleston High School.
- Once all queries and required documentation has been received, Copleston High School will issue a response to the EHCP consultation. This will be within 15 calendar days of receipt of the original request via SCC.
- If agreed, placement within the CC&ID will adhere to agreed induction process. The induction process could include home visit, school/site visit, supported learning in unit, supported session in main school and any baseline assessments.

Key to Acronyms:

CC&ID – Copleston Communication and Interaction Department
 CYP – Children/Young People
 SCC – Suffolk County Council
 SEP – Specialist Education Panel
 EHCP – Education, Health, and Care Plan