Pennine

Admissions Policy

Approved by	**Name** Claire Crowley	**Date** July 25
Reviewed on		**Date**
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1.0 AIMS

Associated Wellbeing Ltd has produced this policy to ensure that we follow a robust process for the admission of children to our school. We will take all reasonable steps to ensure we are able to meet the particular needs of learners who are admitted to our school. We will ensure that key entry and exit details for each pupil are checked and documented at the start and end of their school placement.

2.0 LEGISLATION AND GUIDANCE

This policy meets the requirements as set out in:

- The Education Act 2011
- School Admissions Code (December 2014, updated September 2021)
- The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
- Prevent Duty Guidance – Published 2015, Updated April 2021
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges
- The School Information (England) Regulation 2008
- The School Admissions (England) Amendment Regulations 2017
- The School Admissions (England) (Coronavirus) (Appeals Arrangements) (Amendment) Regulations 2020
- Section 41 listing – to be applied for in the future.

3.0 RESPONSIBILITIES

3.1 **Associated Wellbeing Ltd will ensure:**

• all individual settings can meet the special educational needs and disabilities (SEND) of referred children and young people at the point of admission

• each individual referral is dealt with efficiently and within the required timescales

• a transparent process for referral of prospective children and young people

• a structured and supportive admission and induction procedure

• ensure the future destination of all pupils is verified as correct, and where it is not for pupils of school age, we will inform the local authority in a timely manner.

3.2 **Pennine**

The school will:

• follow this policy, and where applicable the requirements of inclusion in any Section 41 listing

• ensure that all referrals are handled in a timely and professional manner.

4.0 REFERRALS

The process for referral to our school:

• the Local Authority makes a referral to our referrals and school admissions team. The referral will usually include a young person's Education, Health and Care Plan EHCP) and other relevant documents or reports

• the team will review the documents with the Head Teacher and establish if they feel the school can meet the child or young person's needs

• the team will contact the local authority and parents/ carers to arrange for the Head Teacher to conduct a home visit, where possible

• following a successful home visit, the team will contact the local authority and parents/ carers to invite the child or young person to visit the school

• during the visit, the child or young person will have a tour of the school with the Head Teacher or designated staff member, meeting other staff members, as appropriate

• following a successful school visit, an offer of a placement with a suggested start date will be sent to the Local Authority

• upon acceptance of the placement by the Local Authority, parents/ carers will be advised

• a start date and transition arrangements will be confirmed.

5.0 PROSPECTUS

We will publish a prospectus which will include:

• school name, address, and website address

• a named contact person

• school roll, age range, primary or secondary, mixed, or single sex

• the classification of the school

• primary and secondary needs/ specialism, e.g. SEMH

• admissions procedure

• have the prospectus available in the office upon request and on the website

6.0 ADMISSIONS PROCESS

We will ensure that:

• the special educational needs outlined in the child/ young person's Education, Health and Care Plan or other records can be met within the resources of the school, or with the provision of additional resources

• any additional required resources can reasonably be provided

• pre-admission school and/ or home visits are carried out effectively

• post-admission placement meetings are informed by up-to-date detailed assessment and information

• a post-admission review takes place within twelve weeks. This meeting should endorse the placement and agree the details of a pupil's learning programme and any behaviour plan. All stakeholders should be invited to participate in this meeting

• risk assessments are carried out where possible prior to admission or upon admission and that these are reviewed as part of the post-admission review and regularly thereafter

• there is a systematic approach for maintaining the Admission Register and for keeping admission records, in line with current legislation

• all relevant documentation (contracts, permissions etc.) has been signed by the appropriate Local Authority personnel/ parent/ carer prior to admission

• ahead of any post-admission period (usually up to 12 weeks) they have identified and completed:

- contractual arrangements between the school and the commissioner/ placing Authority through completed National Schools Contracts and funding agreement letter
- the identification of those special educational needs this school is equipped to cater for

- baseline information and assessment details to be presented in advance of post admission review
- information stating what needs to be in place before a new pupil can be admitted
- a personalised induction process for a new pupil;
- a system that identifies the resources and expertise required to meet the child/ young person's individual needs.

7.0 ADMISSION REGISTER

The school keeps an Admission Register which contains an index of all the pupils at the school and the

following information about each pupil:

• Unique Pupil Number (UPN)

• name in full

• gender

• the name and address of every person known to the school to be a parent of the pupil and,

against the entry on the register of the particulars of any parent with whom the pupil normally

resides, an indication of that fact and an emergency telephone number

• day, month, and year of birth

• day, month and year of admission or re-admission to the school

• name and address of the school last attended, if any

• leave date, when the pupils leaves the school

• leaving destination:

- that when a leaving pupil's destination is given as another school, the school has verified this new school as a legally registered provider
- that where the leaving pupil's educational destination is unknown, or is not given as a legally registered school, this has been reported to the local authority in a timely manner.
- We will inform the relevant local authority of any pupil who is going to be deleted from the Admission

Register where they:

• have been taken out of school by their parents and are being educated outside the school

system, e.g. home education

• have ceased to attend school

• have been certified by the school medical personnel as unlikely to be in a fit state of health to

attend school before ceasing to be of compulsory school age, and neither he/ she nor his/ her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age

• are in custody for a period of more than four months due to a final court order and the Proprietor does not reasonably believe they will be returning to the school at the end of that period

• have been permanently excluded.

The local authority will be notified when the school decides to delete a pupil from its register under the above circumstances. This should be done as soon as the grounds for deletion are identified, but no later than the date the pupil's name is deleted from the register. It is essential that schools comply with this duty.

8.0 APPROVAL

This policy will be reviewed by the Head Teacher at least annually and also as guidance from the DfE is updated. At every review, the policy will be approved by the Board of Directors.