



Admissions Policy

ESNE03

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Approval Date	April 2017
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Review Date	September 2023, Reviewed JJ August 2023, Reviewed JJ August 2024
Amendments	Lorna Mclean, April 2017/September 2018/2019/2020 Christine Williams, August 2021/Sept 2022 Jessica Jobling August 2023 Jessica Jobling 2024



King Edwin School

Admissions Policy and Procedure

Date of edit:

Introduction

King Edwin School is an Independent Special School catering for pupils with social, emotional, educational and mental health. The admission policy has been drawn up to ensure that children with these needs are admitted to the school in a systematic, efficient manner.

Principles

The admissions authority for the school is Spark of Genius Northeast.

Referrals for the school are from Local Authorities that have chosen the school to educate pupils that cannot be maintained within their mainstream provision.

All pupils will have an Education, Health and Care Plan

Sometimes assessment places are offered. A LA may request the school admit a pupil on an assessment placement for the child's needs to be determined. If this is the case the school will produce a report prior to the EHCP at the end of the first term in which the child attends the school but within the timescales identified as part of the EHCP process. This report will outline the outcome of the assessments undertaken as well as the school's view on the suitability of its provision.

Procedures

Children and young people can be referred to the school from a variety of places but can only be admitted to the school following a decision made by Spark of Genius Northeast which studies all the documentation relating to a child prior to determining the type of provision required. This process takes place via a weekly 'Panel' meeting in which the young person's needs, risk and impact on the school are considered by the school Principal, Vice Principal), Head of Lower School), Head of Upper School, Skills Manager, Associate Principal, Inclusion Officer and Emotional Wellbeing Co-ordinator.

Once a referral has been received and deemed appropriate, professionals, parents/carers and the pupil will be invited to visit the school. The visit will ensure that all are happy that the provision and the school meets the child's needs.

As part of the referral and admission process a home visit may be made by school staff. This visit will offer parents/carers the opportunity to share more information on the pupil with school staff. Our chosen method of supporting positive behaviour, Team Teach will be explained to parents and their approval to implement all aspects of the intervention

will be sought. Discussion and information will be sought on any prescribed medication. Parents/carers will receive information on the school at this visit. If there is no home visit undertaken, parent/carer will complete the school Induction paperwork during the child's first transition visit.

Prior to admission there may be a need to organise a multi-agency meeting to discuss the pupils' needs. Professionals from all agencies involved with the child and the family will be invited to attend to discuss and share all pertinent information on the child. If the pupil is still attending another provision a member of school staff may attend to observe the child in situ. This visit would be conducted in agreement with the Placing Authority.

A placement within the school is only allocated on confirmation by the Placing Authority that it is a suitable provision to meet the pupils' needs and that they agree to fees for the school year. Transport to and from school will be agreed by the Placing Authority and the information given to the school and the parent/carer.

A pupil admitted to King Edwin School will undergo an initial ten-week assessment of their learning needs if required. If deemed necessary a meeting, known as an 'Interim Review' will be convened at the end of this period and a report will be presented by a nominated school staff. If the student has settled into school with no complications and no other underlying support needs have arisen this meeting will not be necessary. Following admission, if any information which was not transparent in the consultation process is shared and would have altered the placement decision, we have the right to call an interim review and potentially withdraw placement offer.

Conclusion

This policy aims to outline the criteria and procedure used for admission to King Edwin School. We recognise the necessity for smooth transitions for all children and young people, thus ensuring that a placement begins in a positive, well-informed manner.