

Grateley House School

Admissions Policy 2025-26

Policy Reviewed By	Terry Kelly, Head of Education
Date of Review	January 2026
Date of Next Review	January 2027

Admission Policy

Grateley House School (GHS) is a registered day school for young people from the age 11 to 19, covering Key Stages 3 – 5. No child is refused entry on the grounds of race, ethnicity, gender, religion or sexual orientation. We require confirmation of the date of birth of a child.

Student Profile

GHS supports young people who have a primary diagnosis of autism spectrum disorder (ASD), complex needs and challenging behaviour. The school can support young people with other associated difficulties such as ADHD, dyslexia, dyspraxia. Secondary mental health conditions such as anxiety and depression and its associated behaviours can also be accommodated when such difficulties occur as part of (but not in place of) an Autistic Spectrum Disorder diagnosis. All registered students will have an Education Health Care Plan (EHCP) or a Statement of Special Educational Needs (SEN). Our work is based upon understanding the ability of each young person to manage academically, socially and emotionally as individuals, as part of a group, as part of their family and as part of the wider community.

External – a referral is received from the Local Authority

In line with the Special Education Needs Code of Practice, a multi-disciplinary decision is reached whereby the child with parents/carers visit the school. If it is agreed that the school is, in principle, the most appropriate educational setting for the child, then a transition plan is implemented. Parents/carers will also be asked to provide the school with any further information which they feel will enable us to provide their child with the best possible education. If agreed, a place will be offered based on availability and in accordance with the *Code of Practice for Schools, Disability Discrimination Act 1995 Part 4* and *Schedule 10 of the Equality Act 2010*. For more details, please see the Grateley House School Prospectus and website.

Special Educational Needs

GHS will consult with parents/carers and the Local Authority to ensure that the required curriculum is provided for as set out in either the Statement or the Education, Health and Care Plan (EHCP), including the full National Curriculum if this is specified. We will also co-operate with the Local Authority to ensure that relevant reviews, including the annual review, are carried out as required by regulation and best practice. The school will make reasonable adjustments to meet the needs of children as outlined in their EHCP or Statement. Any additional services that are needed to meet the requirements of the EHCP or Statement, or additional services such as dyslexic tuition, will be subject to charge, either directly to the parents/carers, or the Local Authority, if they are responsible for the fees and our school is named in Part 4 of the Statement or the relevant section of the EHCP. GHS has a policy and procedures for children with *Special Educational Needs and Disabilities (SEND)* in line with the *SEN Code of Practice (July 2014)*.

English as an Additional Language

GHS will make provision for children who have English as an additional language, (EAL) in the assessment procedure. We do not regard children as having a 'learning difficulty' solely because the 'language or medium of communication of the home is different from the language in which he or she is or will be taught' (Education Act 1996, Section 312(1), (2) and (3). However, students for whom English is an additional language (EAL) will be supported, provided they meet the school's academic criteria. They will be assessed to gauge the support that may be needed in order to ensure equal access to the curriculum along with all other aspects of life at our school. Our school has a policy and procedures for students requiring English as an Additional Language (EAL).

The proprietor of the school is **Farouq Sheikh**, Chair of the CareTech Board.

The representative of the proprietor of the school, whose address for correspondence during both term times and holidays, is **Andrew Sutherland**, Operations Director – Education Services, Metropolitan House, 3 Darkes Lane, Potters Bar, Hertfordshire EN6 1AG.

The telephone number on which the proprietor may be contacted at all times is 07701 314 378 and the email address is Andrew.Sutherland@caretech-uk.com

Admissions Policy Appendix

It should be recognised that the young person may be ambivalent at best about the school and that because of this they may well not take in all the information given. To this end, further information will need to be offered at a later date. Young people may be referred to Cambian Group at any time during the academic year in one of two ways:

- via Cambian Group
- via a local authority.

As much information as possible will be sought at the point of referral to inform assessment as to whether the referral is appropriate and as to whether the school is able to meet the needs of the young person. Information sought should include:

- young person's name;
- age and date of birth;
- sex;
- ethnic background, cultural needs, religious needs/persuasion;
- health needs & history;
- educational history, needs, current provision, support received & required including whether there is a statement of special educational needs proposed educational plan;
- risk issues, level of supervision required, establish if any history of self-harm/suicide, history of volatile and aggressive behaviour, child protection issues, risks presented by third parties;
- expectations and requirements sought by the placing authority to meet the young person's needs;
- the name, address and telephone number of the young person's case accountable social worker (if applicable);
- the young person's legal status;
- the young person's and their family's social history;
- any special issues e.g., restriction of contact, child protection and
- criminal history (if any) and whether any existing criminal proceeding are outstanding.

The information provided will assist the principal in their assessment as to whether a school placement is viable and appropriate. The principal will consider whether the school has sufficient staffing in terms of number and experience to manage such admission both in terms of the individual young person's needs and respect of the potential impact that the admission may have on existing group dynamics. Should a referral be accepted for admission, the school will notify the company's finance department as soon as practically possible in order that the appropriate contract arrangements can be administered with the relevant placing authority. Measures of control, discipline & restraint and the requirement to search used by the school are made clear to the placing authority, the young person and parents/carer before the admission.

Admission

The young person's details need to be entered into the admissions register and accompanying information filed. The young person will be shown around the school and introduced to the staff and other young people. An individual timetable will be discussed, taking into account the young person's age, aptitude and ability. Initial assessments will be carried out within the first twelve weeks from admission and a copy of the results will be sent to the placing authority. First impressions count and the admission of the young person into our school is one of the key elements in determining the success of the school placements.

Reintegration to other educational establishments

Where possible, we intend for young people to be discharged in a planned and purposeful way. This may be to a mainstream school, college, or other educational establishment. The move should, wherever possible, be promoted as positive, progressive and in the young person's best interest. A discharge/transfer form will be sent out to the finance department. Any relevant documentation will be forwarded to the new establishment.

Legal Status

- Complies with Part 6, Paragraph 24 (3) (a) of The Education (Independent School Standards Compliance Record) (England) (Amendment) Regulations

Applies to

- The whole school inclusive of activities outside of the normal school hours.
- All staff (teaching and support staff), the proprietor and volunteers working in the school.

Other relevant documents

- Equality and Diversity Policy
- Special Educational Needs and Disability Act
- Attendance Policy
- Inclusion Policy

Availability

This policy is made available to parents, guardians, carers, staff and students from the school office and website

Monitoring and Review

- This policy will be subject to continuous monitoring, refinement and audit by the principal.
- The Proprietor undertakes an annual review of this policy and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

Signed:



Andrew Sutherland
Operations Director - Education Services
January 2026

Signed:



Eva Pereira
Principal
January 2026