

**ADMISSIONS POLICY**

Red Rose School

**Legal Status:**

- This policy sets out procedures for all admissions of pupils into Red Rose School and 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 (SENDA)
- Attendance Policy
- Inclusion Policy

**Availability:**

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

**Monitoring and Review:**

- This policy will be subject to continuous monitoring, refinement and audit by the Headteacher.
- 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:

Date: September 2022



Headteacher

## **Admission Policy**

At Red Rose School we are registered to care for and educate children from the age of 8 to 18 years, covering Key Stages 2-5. The education service at Red Rose School does not select young people for education on the basis of race, age, culture, disability, academic ability or gender. Selection is primarily based on the capacity of the school to meet identified needs in the best possible way. Where it is felt that the school cannot meet the needs of individual pupils, help and advice will be provided on possible suitable alternatives.

## **Pupil Profile**

Our school provides for those with social emotional and mental health difficulties (SEMH), as well as other needs or diagnoses, including mental health, ADHD, ASD, ADD, and other difficulties. Most of our children are referred to us and funded through their local authorities. Our age range may vary depending on specific cases; however most of our pupils will range between 8-18 years of age. The majority of our pupils have an EHCP in place whilst others may be undergoing assessment or require us to complete an assessment.

Pupils enter our school via two routes, internal; which is via our own Cambian Care homes or externally via requests made by Local Authorities.

## **Internal – placement from a Cambian Children’s Home**

Integral to the placement of a child in a Cambian Children’s home is the provision of education. It is incumbent on us to ensure that the educational placement is fit for purpose and bespoke to the needs of the child. The decision for a child to attend our school is as an outcome of a multi-disciplinary agreement whereby a transition plan is implemented and agreed. Fundamental to this process is the quality of communication from the time when the Commissioning Manager makes the initial contact with the care and education colleagues’, right through to the child being admitted on to the school roll. High quality communication and transparency between the school and the children’s home is essential to this process. Red Rose School reserves the right to contract out educational services to third parties for the provision of education should it be deemed necessary, or to provide education at alternative premises to the school building.

## **External – a referral is received from the Local Authority**

In line with the SEND Code of Practice, a multi-disciplinary decision is reached whereby the child with parents and/or guardians and/or carers visits 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 or guardians/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 *Prospectus*, visit the school *website* and the following *Registration form*, *Acceptance form* and *Parent-School Contract - Standard Terms and Conditions*

### Special Educational Needs

Where a child with an EHCP joins our school, we will always consult with parents/guardians/carers and, where appropriate, the Local Authority to ensure that the required curriculum is provided for as meet the needs of the young person, as set out in their *plan* (EHCP). 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 to facilitate social, emotional and academic progress. Any additional services that are needed to meet the requirements each pupil or additional services such as dyslexic tuition will be subject to charge. This will be either directly to the parents/guardians/carers, or the Local Authority if they are responsible for the fees and our school is named in the EHCP. Our school has a policy and procedures for children with *Special Educational Needs and Disabilities* (SEND) in line with the *SEND Code of Practice* (July 2014)

### English as an Additional Language

Our school 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, pupils for whom English is an additional language (EAL) will be provided with appropriate support provided they meet our School 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 procedure for students requiring *English as an Additional Language* (EAL).

The Proprietor of the school is Cambian Group whose address for correspondence during both term-times and holidays 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: Chris Strong, Managing Director Education, Metropolitan House, 3 Darkes Lane, Potters Bar, Hertfordshire EN6 1AG. The telephone number on which the representative of the proprietor may be contacted is 07701314378.

### 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;
- Gender;
- 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 proceedings are outstanding.

The information provided will assist the Headteacher in assessing as to whether a school placement is viable and appropriate. The Headteacher 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 right to search (if deemed necessary) 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, considering the young person's age, aptitude and ability. Initial assessments will be carried out within the first half term of admission and a copy of the results will be shared with all appropriate parties.

### **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.

### **Admissions Register**

The school keeps an Admissions Register which contains details of all the pupils at the school. This includes

- The pupil's name in full
- The birth sex of the pupil
- The name and address of every person known to be a parent/carer of the pupil (and an indication of which parent that pupil normally lives with and which parents hold parental responsibility as defined by Section 3 Children Act 1989), including any additional/change of addresses and date of change
- At least one telephone number of the main carer plus additional emergency contacts (although the additional number need not be kept on the admissions register).
- The day, month and year of birth
- The day, month and year of admission or re-admission
- The name and address of the last school attended, if any
- The name of the destination school notified by a parent/carer, and the first