

Policy and Procedure on

Admissions Policy and Procedure

Purbeck View School

Policy Reviewer	Nicola Senior
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Staff Groups Affected	All Staff

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1. Purpose

Purbeck View School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

2. Legal Status

- 2.1. Complies with Part 6, Paragraph 24 (3) (a) of The Education (Independent School Standards Compliance Record) (England) (Amendment) Regulations Complies with Part 2

3. Applies to

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

4. Availability

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

5. Monitoring and Review:

- 5.1. This policy will be subject to continuous monitoring, refinement and audit by the Interim Principal.

- 5.2. The Proprietor representative and Chief Operating Officer 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:



Sarah Stacey
Interim Principal
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April 2023

6. Admission Policy

- 6.1. At Purbeck View School, we are registered to educate children/young people from the age of 7 to 19 years of age with autism, complex learning difficulties and associated behaviours.
- 6.2. No child is refused entry on the grounds of race, ethnicity, gender, religion or sexual orientation.
- 6.3. We require confirmation of the date of birth of a child and the child's unique pupil number from the local authority.

7. Student Profile

- 7.1. Our school provides education placements for mixed gender students aged 7 – 19 with autism, complex learning difficulties and associated behaviours. Our curriculum focuses on education, stabilisation of behaviour and daily living skills.
- 7.2. We work to enable our students to achieve greater independence, self-advocacy and the confidence they need to pursue a brighter future.
- 7.3. Purbeck View gives access to the full National Curriculum at an appropriate level through skill-based learning and a vocational life skills curriculum.
- 7.4. Our students are assessed on a half-termly and an annual basis and reports are sent to parents and authorities on progress achieved.

8. Admissions Policy Appendix

- 8.1. Young people may be referred to the Cambian Group at any time during the academic year in one of two ways:
 - Via the Cambian Group
 - Via a local authority
- 8.2. 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
 - Unique Pupil Number from the placing local authority – education
 - Gender
 - Ethnic background, cultural needs, religious needs/persuasion

- Health needs and history
 - Educational history, needs, current provision, support received and 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
- 8.3. The information provided will assist the Interim Principal in their assessment as to whether a school placement is viable and appropriate. The Interim 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.

9. Admission

- 9.1. The young person's details are entered into the School admissions register, accompanying information filed and a profile set up on Behaviour Watch Management System.
- 9.2. 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 of the young person's age, aptitude and ability.
- 9.3. Initial assessments will be carried out within the first three months from admission and a copy of the results will be discussed at an initial review meeting with the placing authority and parents, team involved in education and any relevant Therapists.

10. Other relevant documents

- 10.1. Equality and Diversity Policy
- 10.2. Attendance Policy
- 10.3. Inclusion Policy