

The Forum School
ADMISSIONS POLICY

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 (SENDA)
- Attendance Policy
- Inclusion Policy

Availability:

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

Monitoring and Review:

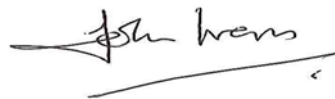
- This policy will be subject to continuous monitoring, refinement and audit by the Headteacher.
- The Proprietor undertakes an annual review of this policy and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if changes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

Signed:

Date: 25.07.2025



The Forum School
Headteacher



John Ivers
Proprietor, Cambian Group

Admission Policy

At The Forum School we are registered to care for and educate children from the age of 7 to 19 years. 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

Our school provides 52-week residential placements for students between the ages of 7-19 years of age with autism, complex learning difficulties and associated behaviours. Our interventions focus on education, stabilisation of behaviour and developments and acquisition of daily living skills.

The Forum 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 pupils fulfil their potential.

We work to enable our students to achieve greater independence, self-advocacy and the confidence they need to pursue a brighter future. The Forum School gives access to a full curriculum at an appropriate level through skill-based learning and a vocational life skills curriculum for older students. Our students are assessed on a termly and an annual basis and reports are sent to parents and authorities on progress achieved.

Admissions Policy Appendix

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

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 Principal in her 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. In line with Children's Homes (England) Regulations 2015, the Registered Person ensures that children are admitted to the home only if their needs are within the range of needs of children for whom it is intended that the home is to provide care and accommodation, as set out in the home's statement of purpose.

An impact risk assessment is completed by the team
Admission

The Registered Person ensures that arrangements are in place to ensure the effective induction of each child into the home, to manage and review the placement of each child

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in the home and to plan for and help, each child to prepare to leave the home or to move into an adult home in a way that is consistent with arrangements agreed with the child's placing authority.

The young person's details are entered into the School 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 of the young person's age, aptitude and ability.

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 and team involved in the education and residential settings.

Monitoring and Review

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

Principal of The Forum School;
Melissa McCarthy
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September 2025
Review date: September 2026

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