

# ADMISSIONS POLICY

## **PURPOSE**

Schools are required to have an Admissions Policy and the Head Teacher is responsible for implementing this policy.

Our vision is to provide pupils with the confidence, skills and ambition to achieve a successful and productive life. We aim to ensure they leave us with the opportunities and are able to become positive members of their communities.

To do this, we have 3 principles that underpin our policies, practices and everything we do:

- 1 Everyone can learn, achieve and has the potential to be successful
- 2 Positive relationships are key to success and are underpinned by mutual trust, respect and caring for one another
- 3 We have high expectations in everything we do

## **WHO WAS CONSULTED?**

In drafting this policy, the Directors consulted with the Local Authority and specialist consultants.

## **RELATIONSHIP TO OTHER POLICIES**

This policy should be read in conjunction with the policies on equality, SEN and the curriculum.

## **REFERRALS**

The admissions procedure is simple with a few clear stages. The current capacity is 15 for pupils aged 16- 25 and current capacity is 81 for students 7 -16 years. We would consider all referrals but maintain we are a school for children with SEMH needs and hold this in mind at all times when considering referrals.

Referrals should be made to the Head Teacher by post at Seva Education, 14 College Road, Harrow, HA11 BE. Telephone: 020 8422 2999 or via email at [education@sevacaregroup.com](mailto:education@sevacaregroup.com)

## **STANDARD REFERRALS and ADMISSIONS PROCESS**

The key to the process is to identify strengths and needs of the child and ensure that our school is the appropriate placement. The senior leadership team will consider:

- SEN needs
- Emotional & Behaviour needs
- Current attainment and predicted progress
- Social and communication skills (and how they will blend with other pupils)

The process for this consideration is:

1. The Manager will receive a referral in writing to be considered. This may be in the form of a letter and will often include a pupil's EHCP and relevant documents to allow the school to fully consider whether the school can meet the child's needs. Families may or may not be involved or consulted at this point.
2. If the school feels they can meet the child's needs and an appropriate placement is available, the school will seek to contact the family and arrange a meeting (or at least conversation) with the child, family and/or relevant professionals to consider the potential placement, support required and gather any information required to evaluate the likely success of the placement.
3. If positive, the school will make an offer of placement to the placing authority or person, offering a funding band and a transition pathway that would support the success of the placement.
4. It is then up to the placing authority and the family to accept and agree the placement and funding.
5. Once agreed, the transition pathway is then organized and actioned.

## **ROLES & RESPONSIBILITIES OF EXECUTIVE HEADTEACHER & OTHER STAFF**

The **Director** will ensure that:

- pupils are admitted only in accordance with this policy
- Seva Education works in partnership with each Local Authority and referral agency to share regular admissions data
- where places are available, pupils are admitted in accordance with the agreed priorities for each Local Authority

All **staff** are expected to follow this policy when advising prospective parents, referral agencies and when admitting pupils. The **Director** will ensure that managers will:

- Ensure all decisions for admissions or non-admission are recorded and shared with referral agencies within 14 working days
- the admission arrangements are reviewed annually, and consultation takes place on changes with all other admission authorities
- the admission arrangements are published and made available to parents, referral agencies and Local Authorities
- an admissions' register is kept up to date and password protected
- an appeal panel is in place to hear parent appeals against non-admission

## **ARRANGEMENTS FOR MONITORING AND EVALUATION**

The number of pupils on roll and number and reason for unsuccessful appeals will be reported to the governing body each term with advice on any implications.

Attached for each pupil, admitted or not admitted, will be supporting data, documents and information to evidence with reasons for admission or non-admission

Data will be evaluated every six months to ensure there are no trends for non-admission as per equalities.

Executive Headteacher

Date: 15 July 2021

Review Date: 15 July 2024