

ADMISSIONS POLICY

Date Agreed:	15/7/21
Agreed By:	The Seva Governing Body
Reviewed and Updated:	23/10/23
Next Review Date:	23/10/26

PURPOSE

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

Our vision is to provide students with the confidence, skills, and ambition to achieve a successful and productive life. We aim to ensure they leave us with the skills and opportunities required and can 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, Seva Education consulted with the Local Authority and specialist education consultants.

RELATIONSHIP TO OTHER POLICIES

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

REFERRALS

The admissions procedure is outlined below with a few clear stages.

The current capacity is 96 in total for students aged 7- 25 years.

Our offer for Primary and Secondary is based at our South Harrow site with our Further Education offer for 16-25 based at Neasden.

We consider all referrals but maintain that our offer is primarily for students with SEMH and ASD needs and hold this in mind when considering referrals.

Referrals should be made to the Executive Head Teacher by post at Seva Education, 145 Kingsley Road, Harrow, HA2 8LF. Telephone: 020 8422 2999 or via email referrals@sevaeducation.com

STANDARD REFERRALS & ADMISSIONS PROCESS

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

- SEMH needs.

- ASD needs.
- Behavioral issues linked to potential impact to other students.
- Therapeutic needs.
- Wrap around support currently provided.
- Current attainment and predicted progress.

The practical process is as follows:

1. The referrals officer will receive a referral to be considered. This may be in the form of a letter or email and will often include a pupil's EHCP and relevant documents to allow the school to fully consider whether the school can meet the student's needs.
2. If negative the school will give detailed reasons as to why it can't facilitate this referral.
3. If positive, the school will make an offer of placement, subject to assessment, to the placing authority or other referrer while also quoting a funding band.
4. It is then up to the placing authority and the family to accept and agree the placement and funding.
5. If agreed the school will then proceed to assessment. The school will seek to contact the family and arrange a meeting (or at least conversation) with the student, family and/or relevant professionals to gather additional information required to further ensure the success of the placement.
6. A transition pathway that would support the success of the placement is agreed which will include start dates, taster days etc.
7. Once agreed, the transition pathway is then organised and actioned.

ROLES & RESPONSIBILITIES OF EXECUTIVE HEADTEACHER & OTHER STAFF

The Governors will ensure that:

- Students 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, students 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 students. The **Governors** will ensure that the Seva Education Team will:

- Ensure all decisions for admissions or non-admission are recorded and shared with referral agencies within 14 working days but sooner if possible.
- 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 students 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 will be supporting data, documents, and information to evidence reasons for admission or non-admission.

Data will be evaluated every month to ensure there are no trends for non-admission in line with the equalities act.