



## **ARC SCHOOL ANSLEY**

### **ADMISSIONS POLICY**

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## ADMISSIONS POLICY

This policy is in line with the Independent School Standards.

### **1. Statement and Vision**

The purpose of this policy is to ensure that all settings within the Kedleston Group are able to meet the individual needs of the children and young people who are admitted.

The Kedleston Group will:

- Ensure that all settings within the Group have taken appropriate measures to accurately assess whether they can meet the special educational, social, emotional and behavioural needs of referred children and young people at the point of admission.
- Ensure that each individual referral is dealt with efficiently and within the required timescales.
- Provide a transparent process for the referral of prospective children and young people.
- Ensure each setting has a structured and supportive admission and induction procedure for new children and young people.

### **2. Admissions at Arc School Ansley**

At Arc School Ansley, we will:

- Have in place written guidance on admissions, that clearly identifies the admission criteria for our particular setting.
- Publish a Prospectus/Statement of Purpose/Statement of Principles and Practice that fulfils the requirements of specific regulations and includes:
  - our setting name, postal address, telephone number and website address;
  - a named contact person;
  - school roll, age range, primary or secondary, mixed or single sex, day or residential;
  - the classification of the school/children's home within the Kedleston Group;
  - any specialism catered for (e.g. SEMH/ASC/complex needs/trauma etc.);
  - a description of our admissions procedure
  - a children's guide to the provision

### **3. Pre-Admission**

We will publish a copy of our latest Prospectus/Statement of Purpose on our website for reference by parents/carers and other stakeholders; and make paper copies of the information available on request without charge to parents/carers.

Arc School Ansley works in partnership with local authority personnel and requires that all necessary documentation is provided in a timely manner, in order to ensure an informed decision can be made about meeting the needs of a child/young person.

The documents required are:

- (a) Current Education, Health and Care Plan (EHCP)
- (b) Most recent annual review/key educational progress data
- (c) A chronology of the child's life to date, to include information on suspensions/permanent exclusions and periods out of education
- (d) Current/most recent care plan/ IEP/ Personal Education Plan (PEP)
- (e) Current/most recent behaviour management plan(s) and risk assessment(s)
- (f) Any additional assessments
- (g) Any additional professional reports (e.g. psychology, psychiatry, pediatrics, occupational therapy, YOS, CAMHS etc.)
- (h) Parental/ guardian submissions
- (i) Information on any previous Pupil Premium spend
- (j) The pupil's attendance at their previous setting.

We will ensure that the special educational needs outlined in the child/young person's Education, Health and Care Plan (EHCP) or other records can be met within the setting. If there are any aspects of a child or young person's EHCP that cannot be met within the setting or can be met via alternative strategies/support this will be made clear by the setting following referral and prior to admission.

If we feel that a child/young person may need additional resources we will ensure that these resources can reasonably be provided by the setting before a place is offered (or within an agreed timescale) for a child/young person.

We will ensure that an individual risk assessment and behaviour management plan is generated within two weeks of admission. Where appropriate, an initial care plan will be expected from the local authority. All of these documents are reviewed regularly once the child/young person arrives.

Arc School Ansley has established a systematic approach for maintaining admission records, in line with current legislation. We will ensure that all relevant documentation (contracts, permissions, medical information and consent etc.) have been signed by the appropriate parent/carer/local authority representative prior to admission of the child or young person.

It is expected that contractual arrangements between the setting and the placing authority and funding agreement letters are approved before the admission of any child/young person.

#### **4. Post-Admission**

We will ensure that a post-admission review (initial review) takes place within 6-12 weeks. This meeting will allow all stakeholders to formally review the placement and agree the details of individual support plans. This admission review will ensure that all parents/carers and

professionals are informed by up to date detailed baseline assessment and information related to both the child's education and care.

Arc School Ansley will ensure when admitting a child/young person that prior to the end of the post-admission period they have identified and completed:

- The identification of any additional special educational needs that the school is equipped to cater for
- Baseline information and assessment details to be presented in the post-admission review
- Information stating what needs to be in place to support a child/young person in the placement
- An induction process for a new child/young person
- A system that identifies the resources and expertise required to meet the changing/developing needs of the child/young person's individual needs (IEP's)

## APPENDIX 1: Admissions process

