Admissions

Policy

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| Date policy last reviewed: |  |

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| Signed by: | | | |
|  | Head of Education | Date: |  |
|  | Director of Care Services | Date: |  |

**Introduction**

• This policy will describe the process of admitting pupils into Ysgol Tan y Gaer.

• This policy is governed by The Independent School Standards (Wales) Regulations 2003 and is additionally informed by the Welsh Government’s School Admissions Code 005/2013 (July2013)

• This policy also aims to ensure consistent practice in the process of referral and admission.

**Principles**

• All admissions should be planned by the Leadership Team (LT) prior to admission.

• All prospective pupils, parents/carers and referrers should be provided with the appropriate information in relation to the school via the school prospectus and the school website.

**Procedure for admissions**

• When any referral is made to QEWC, the Head of Education will be informed about the enquiry and will be involved in the initial impact assessment.

• The person referring the pupil should arrange for information to be shared with CLT for an initial determination of compatibility before any response is made to the referring person. This information could include Statements of SEN (New ALN code of Practice 2020 will include Individual Development Plans - IDPs), Education Health Care Plan (EHCP), education reports (including attendance and incident data if appropriate and available), psychological assessments, medical information, court proceedings and present situation (domestic).

• CLT will share paperwork with BTH Therapy and Psychology Team who will support the admission determination.

• If required, the Head of Education or a CLT member may visit the previous school to discuss the pupil.

• Referrers may be invited to visit the site before admission to ensure that the placement and the environment is suitable in meeting the pupils needs.

• Pupils can visit before any placement is offered, meet with the other pupils, staff group, and ask any questions. All care will be taken to create the least stressful experience possible.

• A 2nd meeting will be held to discuss the placement, complete necessary paperwork (consent forms and the new starter pack) and establish a start date if appropriate.

• All Stakeholders agree that the placement is dependent upon successful completion of a 12-week assessment process and that the offer of a place may be withdrawn up to this point.

**Admission Criteria**

• Pupils attending School are likely to exhibit SEMH and will normally have a Statement of SEN/Individual Development Plan (IDP) or an Education Health Care Plan (EHCP).

• All stakeholders must agree to the suitability of the placement and commit to the success of the placement including the possible necessity for managed moves.

**Managed Moves**

We recognise managed moves as a tool (amongst others) to reduce the need to permanently exclude. Managed moves are a behaviour management strategy and involve pupils whose behaviour has deteriorated to a level that places them at risk of exclusion. The Head of Education (or representative) considers a managed move may be necessary to offer a fresh start in alternative appropriate provision as determined by and in consultation with the pupils Local Authority representatives/stakeholders.

**Prior to starting**

• Before any placement can commence documentation should be received from previous schools and Local Authorities, including attendance and ISE data.

• Before any placement can commence all paperwork must be completed by whoever has legal responsibility and the expectation is that this is actioned by carers in the case of looked after pupils: medical consent forms, IT agreements, image consents, trips, and offsite visits consents.

• Any medication should be delivered to school as per the Policy on medication.

**Linked Documents**

The Independent School Standards 2003

Schools Admissions Code 005/2013 (July 2013)

**Appendix 1**

**Step 1**

Referrer contacts QEWC

**Step 2**

The person referring the pupil is contacted to arrange for information to be forwarded before being shared with School SLT/TaP Team for an initial determination of compatibility before any response is made to the referring person.

This information could include Statements of SEN, Education Health Care Plan (EHCP) education reports, psychological assessments, medical information, court proceedings and present situation.

**Step 3**

If required, the Head of Education or an CLT member may visit the previous school to discuss the pupil.

**Step 4**

Referrers/stakeholders may be invited to visit Bryn Tirion Hall Site before admission to ensure that the placement and the environment is suitable in meeting the pupils needs.

**Step 5**

Pupils must visit the site before placement is offered, meet with the other pupils, staff group, and ask any questions.

**Step 6**

Once the offer of placement has been agreed a pre-admission meeting must be held between refers, parents/carers and school to discuss the placement and establish a start date.

**Step 7**

All Stakeholders agree that the placement is dependent upon successful completion of the 12-week assessment procedures and agree to abide by the admissions policy.