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TIME

Admissions Policy

This policy is in line with the Independent School Standards

Approved by:

Jillian Fairclough

Date: October 23

Next review due by: October 26

Aim

This Is My Education believe that everyone, regardless of their current circumstances, can achieve and make progress towards their goals and aspirations. We are committed to providing a safe and happy environment within which all students have the opportunity to develop academically, personally, socially, physically, and spiritually and will undertake a wide range of learning experiences embedded within all provisions.

Admissions at This Is My Education

At This Is My Education, we will:

- Have in place guidance on admissions, that clearly identifies the admission criteria for our particular setting.
- Publish a Prospectus/Statement of Purpose 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;
 - any specialism catered for (e.g. SEMH/complex needs/ASD etc.);
 - a description of our admissions procedure.

Pre-admission

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

This Is My Education 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 (wherever possible) are:

- (a) 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 exclusions and periods out of education
- (d) Current/most recent care plan/ 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, paediatrics, occupational therapy, YOS, CAMHS etc.)
- (h) Parental/ guardian submissions
- (i) Information on any previous Student Premium spend (j) The student'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 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 impact risk assessment is generated prior to 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.

This Is My Education 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 including National Schools Contracts and funding agreement letter are approved before the admission of any child/young person.

Post-admission

We will ensure that a post-admission review (initial review) takes place usually within six weeks (no later than 12 weeks). An 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.

This Is My Education will ensure when admitting a child/young person that prior to the end of the post-admission period (6 weeks) they have identified and completed:

- The identification of any additional special educational needs that the school is equipped to cater for.
- Base line 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 (ILP's).

Monitoring arrangements

This policy will be reviewed tri-annually.

This policy will be updated if there are any major changes in legislation.