



Admissions Policy

Independent School Standards:

Paragraphs 32; 3(a)

Policy content includes information regarding:

- Admissions Procedure
- Admission Considerations
- Procedure for Referrals

Last Review:	September 2021
Latest Update:	September 2022
Reviewed:	As legislations changes

AIM	1
ADMISSIONS	1
REFERRING AUTHORITIES (RA)	2
PROCEDURES FOR REFERRALS	3
ADMISSIONS AGREEMENT:	4

AIM

This policy is to ensure PhoenixPlace is able to meet the particular needs of the young people who are admitted and to ensure key entry and exit details of each pupil is checked and documented at the start and end of placement.

ADMISSIONS

Places at PHOENIXPLACE are available by consultation with home and surrounding Boroughs, Academies, Schools, AEPs, PRUs and Local Authority departments responsible for placing learners.

We cater for girls who:

- Have social, emotional, mental health needs as their primary need and adverse childhood experiences (ACEs)
- Have an Education, Health and Care Plan (or it is in the process of being finalised)
- Are having difficulties with continuing within a mainstream setting due to behaviour or learning difficulties
- Are designated as a 'vulnerable child' e.g. non-attender, looked after, Child In Need (CIN)
- Are between the ages of 11-16
- Do not have an EHCP (most cases students who may be Dual Registered)

Considerations

- The needs of the student will be considered alongside the needs of the whole school population, the skills of the staff and the ability of the school to meet the students' needs
- Admission will depend upon the number of places available and the type of place required. *A balanced intake is necessary to maintain continuity and progression and to continue to provide high quality education*
- Students can be admitted at any key stage providing there is space in the appropriate class and that the balance of the group can be maintained
- Entry can be at any point of the year
- Places can be for full time or part time (min 2 days PT)
- A minimum of 2 terms placement is desirable in order for students' progress to be monitored and for students to access the opportunities provided by the school
- Dual placements are considered. Student must continue on roll at current school/provision
- Referring authorities must allow 3 clear working days before student/s start after all relevant placement meetings (exceptional circumstances can be discussed, but no less than 2 working days) to allow time for the admission process to be completed

Our provision can be suitable to meet a range of additional needs, however it is usually inappropriate for students with physical disabilities (unless minor) or students with severe learning difficulties or severe emotional and behavioural difficulties.

Also please note that we can only take a maximum of 24 students at our current site.

REFERRING AUTHORITIES (RA)

(this can be a the students school/provision or the Local Authority)

In order to ensure we are able to support the young person, all referring authorities, e.g. Boroughs, Academies, Schools, AEPs, PRUs and Local Authority departments **must** provide the student's recent;

- Academic levels
- Pastoral support history
- Medical support
- SEN reports/reviews
- Attendance data
- Any external Agency input

This is to ensure that we have all relevant details of the young person to appropriately and effectively support them academically, personally and socially.

In addition, for students who are on dual registration, the student's current school/provision must ensure an appropriate member of staff is designated as first point of contact and attend where necessary any induction or progress meetings.

A **Service Level Agreement (SLA)** to be discussed and signed by both parties before the student starts.

PROCEDURES FOR REFERRALS

Referrals/placements are dealt with by the Headteacher: **Sophie Nelson**

Formal referrals to our schools are made by a pupil's local authority's special educational needs and/or disabilities (SEND) team, either in writing, via email. These referrals are made with, or without, initial parental consent/preference. Our fees are always provided on request to SEND teams.

Families can express preference to PhoenixPlace to their local authority's SEND team and should they consider us able to meet the pupil's needs, the SEND team will usually contact us to discuss a potential referral.

1. Once referral/consultations papers are received a meeting will be arranged to meet with the student, parent/carer and where possible, a professional that knows the student well in a **Placement Interview meeting** so that we can discuss the students needs in more detail.
2. PhoenixPlace will decide whether student's needs can be met and if a placement can be offered in the year group from this meeting

If a students needs can be met

3. If the students needs can be met and student has an **EHCP**, the school will send an acceptance letter to the Local Authority (LA) - (please note, offer of placement will be passed to the LA's SEN panel for acceptance - this may take additional time and the student will not be able to start until panel has agreed the placement).

-
4. If the student's needs can be met and the student is from a school, the school will send an acceptance letter to the named referrer.

3-day placement window

5. Once placement has been agreed by the RA, there is a **3-day placement window** from this date before the student starts with us
6. At this time the student may feel comfortable to complete **baseline assessments** (English/Maths/Reading/Spellings), if not, students will need to complete these as early as possible when they start.
7. Parent/carers will need to fill in and complete various admission entry forms
8. Also at this time the referring authority will need to complete and sign the **Service Level Agreement (SLA)** and return to us before the student starts.
9. PhoenixPlace will send an acceptance letter to parent/carer

Please note:

- If PhoenixPlace are unable to meet students needs, a letter outlining reasons will be sent to the Referring Authority.
 - We do not take direct referrals from private, fee paying families
-

Fee reviews may take place 6 weeks after student has started

ADMISSIONS AGREEMENT:

Referring authority

1. Student's academic levels, pastoral support, attendance history, SEN information, external services and medical information must be provided by the student's school or referring authority
2. It is desirable that a representative of the referring authority must attend the interview to discuss placement
3. In addition, the student's current school/provision must ensure an appropriate member of staff is designated as first point of contact and attend where necessary any induction or progress meeting
4. A **Service Level Agreement will be signed** between PhoenixPlace and referring authority before the student starts
5. Referring authorities to make arrangements for any days that a student is not supported by PhoenixPlace and in cases of dual registered (or part-time) placements, ensure the student will continue to be on roll at her current school/provision
6. The RA must give the school a terms notice if it decides to withdraw a student from the school. Please note relevant meetings will need to be organised with the school if this decision is being made.

Parent/Carer and student responsibility

1. Parent/carers' must disclose before admission any feature of their child's personality, physical and mental health that might affect her fitness for education and admission to the provision
2. No student may be absent from the provision without the express permission of the Head e.g. family holidays within term time. Requests/statements must be made in writing giving full details.

3. Full compensation is payable by the parent/carer for loss or damage to the property of the provision deliberately or carelessly caused by the child
4. The provision cannot accept liability for any theft, loss or damage to property belonging to the parent/carer or child howsoever caused
5. All text/work books are provided by the school and remain the property of the school. Each student is responsible for the safe keeping of these items
6. Parent/carer and student must sign the **Home-School Agreement** prior to student commencing placement

Student Participation

1. The Head may require a student who is making little progress due to persistent lack of effort, indiscipline or proven incapacity to leave the school on a full term's notice in writing. Please note relevant meetings will need to be organised with the school if this decision is being made.
2. The Head shall have full disciplinary powers over students in the school and have the right to order a student to be excluded from the school either permanently or temporarily if it is reasonably believed the student has committed a grave breach of discipline, or that such an order is necessary for the protection of other students and staff or is in the interest of the school as a whole (See Management of Behaviour Policy and Exclusion Policy).
3. Fees paid or payable in respect of the student's attendance at the school will not in that event be refunded or remitted.
4. The decision of the Head is final.