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**Admissions Policy**

**Aim**

The aim of this policy is to provide a clear understanding of the criteria for admittance, how we might agree the appropriateness of the placement and the method by which a working partnership between all stakeholders can begin.

**Admissions Criteria**

The Holton Sleaford Independent School (HSIS) experience aims to provide pupils with the skills and confidence needed to play a full and active part in society at the conclusion of their education. To that end, our curriculum offer will feature a combination of challenging individual and team-based learning, allowing pupils to develop both academically and socially. As part of the admissions process we need to assess if prospective pupils will be able to access this unique outdoor education led curriculum. To that end we have an initial set of admissions criteria for pupils that must be met.

Pupils:

* will join HSIS between the ages of 13 and 18
* have a statement of special educational needs or EHCP
* exhibit social, emotional and mental health difficulties
* may have learning difficulties and/or low attainment associated with their emotional and behavioural difficulties, and/or low attendance and engagement at previous settings
* could have specific learning difficulties, such as dyslexia, dyspraxia and dyscalculia
* might also carry a further diagnosis or recommendation of specific needs will be assessed by HSIS SLT on an individual basis

During the admissions process we will then look for potential and a willingness to engage in the HSIS environment. We will also assess the likelihood that pupils will be able to conform to our expectations and benefit from the great range of opportunities on offer. Most of all we are looking for students who with help and guidance will explore their potential and develop an understanding of and respect for themselves and others to build: **Confidence, Resilience and Self-Esteem.**

**Admissions Process**

**Stage 1 – Information Gathering**

The start of the process will likely be a written referral from a Local Authority (LA), this will include detailed SEN documents to be assessed by HSIS SLT. After discussion by SLT, HSIS will begin gathering information and formulating an initial risk assessment as well as assessing the suitably of the educational provision that we provide. This may lead to a home or school visit by a member HSIS SLT. A pupil and their parents or carers will only be invited to visit our school if we believe the referral is likely to lead to an offer of a placement. If this is not the case then HSIS will notify both the parents and the relevant Local Authority in writing of our decision.

**Stage 2 – Pupil Visit to HSIS**

If we believe HSIS could be a good match for a pupil then invites will be extended by the school for an initial visit of our site. During this visit, pupils and their parents or carers will be able to ask questions and in most cases see the school day in action. HSIS will also use this opportunity to emphasise the expectations and requirements of both pupils and their parents or carers, this will include visitors leaving with an HSIS Admissions Pack.

This pack will contain information about the school and it’s day-to-day functioning along with a series of authorisations/permissions documents that need to be agreed by parents/carers as we consider them essential for a pupil to safely access our unique curriculum.

These documents will always include;

* Positive Behaviour Management and Handling Strategies awareness form
* Off-site Curriculum Access permission form
* Adventurous activities (including water-based) permission form
* Educational Visits permission form
* School Transport permission form
* School Property awareness form
* Uniform Policy awareness form
* Medication Policy awareness form
* Photos and Media permission form
* Emergency Contacts form

A member of HSIS SLT will contact parents the next working day after their visit and discuss whether or not the pupil concerned would like to be offered a place. We feel it is essential that both pupils and their parents or carers have a period of time to fully digest the expectations that HSIS will place upon them.

If a place is to be offered then parents will be asked to return completed admissions documents to the school as soon as possible. Parents will inform both the relevant Local Authority SEND Caseworker of their decision, the Local Authority will then determine if the placement can be approved. If for whatever reason the placement is declined, the Local Authority should inform HSIS and Parents of this decision, along with any reasoning around the decision.

**Stage 3 – Post Offer**

Upon receipt of the offer letter, HSIS expects the Local Authority to ensure the following;

* that Holton Sleaford Independent School becomes named in the Educational and Health Care Plan (EHCP)
* provide us with all current advice and information in relation to pupil entitlements, special needs and other agency involvements
* agree contractual arrangements for transporting the student to and from school with external providers
* arrange for prompt payment of fees with HSIS Finance

Once this has occurred HSIS will inform the parents/carers of a start date for the new pupil, add them to our role and send school uniform out to the pupils’ home address.

*Disclaimer – any further admission arrangements are determined by all relevant legislation including the legislation on sex discrimination, race relations, and disability, together with all relevant regulations and the School Admissions Code (DfE December 2014).*

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| **Written by…** | **Mike Whatton** | **4/11/21** |
| **Approved by…** | **Dan Laughton** | **4/11/21** |
| **Signed…** |  |
| **Date sent to Governors** |  | **Due for Review** |
| **Date approved by Governors** |  | **4/11/22** |

**Admissions Process Flowchart**

School will receive referral papers from Local Authorities. The referral will be added to the HUB (HSIS Central Admin System).

HSIS SLT will hold an initial discussion and begin to gather information from the pupils EHCP and previous schools. This will also start the process of an individual risk assessment.

SLT will then make initial contact with the appropriate person within the referring Local Authority to confirm that we can make contact with the pupils’ parents / carers. This may include a visit to their home or school.

SLT to evaluate all information and agree to offer a place or decline the referral in consultation with parents

*Once we have received acceptance in writing from the relevant Local Authority and parents (together with a completed Admissions Pack) > Finance details will be completed by Company Directors/Secretary in liaison with local authority.*

*On approval of Finance;*

1. *the pupil will be entered into the HUB*
2. *registered with the LA for allocation of transport*
3. *included on HSIS roll*

*> placement begins.*

SLT agree proposed start date, acceptance letter sent to parents and LA.

Yes

**Stage 2 - Complete the referral?**

# No

SLT to contact parents/carers to invite them and prospective pupil into the school for a tour and an initial meeting outlining expectations with key staff – parents will be provided with an Admission Pack.

Director of Education to send a letter to Parents and a copy to Local Authority confirming the decision to decline the referral. We will outline the reasons why and log the decision and relevant details on the HUB.

No

Yes

**Stage 1 - Proceed with referral?**