

# **Admissions Policy**



## **ADMISSIONS TO INFINITI SCHOOL**

Admissions arrangements to Infiniti School are simple and transparent.

### **REFERRALS**

- Referrals should be made to the school via email: [admissions@infinitischool.com](mailto:admissions@infinitischool.com)

### **CAPACITY & SCHOOL SITES**

- Our current maximum capacity, as decided by the department for education, is 32. Vacancies depend on availability within specific age groups/classes at the time of referral.

### **THE STANDARD REFERRAL & ADMISSIONS PROCESS**

- Referrals to Infiniti School are made by a child's local authority's special educational needs (SEN) team, either in writing or via email. These referrals are made with, or without, initial parental consent/preference. Our fee bandings are always provided on request to SEN teams.
- Families can express a preference for Infiniti School to their local authority's special educational needs (SEN) team and should they consider us able to meet the child's needs, the SEN team will usually contact us to discuss a potential referral.
- Referrals for placements are always made to the headteacher and are accompanied by the child's education, health and care plan (where appropriate, as sometimes the child's needs are in the process of assessment) and associated reports.
- Where a vacancy is available, an initial assessment for a placement is made based on the documentation provided and the SEN team will be written to (or the online referral will either be declined or responded to with an initial offer), confirming whether a potential placement may or may not be available.



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- If a vacancy is available, and the school and SEN team agree that the child's needs could potentially be met, the initial documentation review is followed by an offer of an interview and visit to the school for the child, parent/carer and representative from the referral agency (and any other professionals involved, where appropriate).
- A potential placement offer is made only on the basis of a vacancy being available and the schools agreeing that the child's needs are likely to be met.
- Distance from our school is not part of the admissions criteria.
- A referred child with a sibling at the school will not be at any advantage over a referred child who does not. In fact, we strongly discourage siblings being placed, especially if they are of a similar age and would therefore have to attend the same class. This is because our experience tells us that in our very small settings, it is much harder to meet pupils' special educational needs, and sufficiently develop their social skills, when siblings are placed together in such proximity.
- Following this visit and interview, a final decision on a placement offer will be made by the headteacher within two days.
- If the placement is confirmed by both the school and local authority (usually following a decision at SEN Panel), an admission date for the placement will be arranged.

### **DIRECT REFERRALS AND ADMISSIONS FROM OTHER SCHOOLS**

- Direct referrals are considered, including on a temporary basis, from schools and other settings.

### **DIRECT REFERRALS AND ADMISSIONS FROM FAMILIES**

- Direct referrals are considered from private, fee-paying families. Interested families who do not wish their child to be placed through their local authority should contact the headteacher.

### **POLICY REVIEW CYCLE**

This policy and all policies at Infiniti School will be reviewed and updated by the governing body as per our policy review cycle.