



Registered Charity 1171812

# Admissions Policy

| Summary                 |                        |
|-------------------------|------------------------|
| Policy Reference Number | 003                    |
| Category                | Education              |
| Authorised by           | Full Trust Board       |
| Responsibility of       | Chief Executive        |
| Status                  | Updated September 2024 |
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## Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places
- Explain how to appeal against a decision not to offer your child a place

## Legislation and Statutory Requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

This policy complies with the following legislation:

- Equality Act 2011
- Education Act 2010
- Human Rights Act 1998
- Education (Independent School Standards) (England) Regulations 2014

## Introduction

Connie Rothman School (CRS) is a charity run Independent Special School for students aged 11- 21 who would benefit from a placement away from mainstream setting to continue their studying and achieve their potential.

Approach Learning is an Alternative Provision run by the Connie Rothman Learning Trust (CRLT) for students aged 11-19 who are unable to access education in a school setting. Students at Approach are able to attend for up to 15 hours a week.

In addition, CRS does not discriminate for any reason, the school and Trust have a strong ethos regarding equality and diversity.

**Students who pose a significant safety risk to others cannot be accepted at CRS.**

## Criteria

**Admission is based on:**

- Can CRLT offer the student suitable education and support?
- Does the student present with behaviour, both social and learning, that enables them to be safely supported by staff at CRLT?
- Can CRLT safely accommodate the student in the current learning groups.
- Would the admission of the student have an adverse impact on students already at the Trust.
- Does CRLT have a space in the relevant year group for the student. The school does not have a number of students that it offers per academic year, places are allocated up to the schools

maximum number of students (45) and based on student need and ability to meet needs in a teaching group.

**Students normally are admitted to CRS by several routes:**

- Referred by the local authorities – BCP, Hampshire or Dorset.
- Referred by a maintained school or Academy.
- Considered for admission because of special need when space is available.

## Procedure

- Parents/Guardians wishing for their child to be considered for CRLT should contact their existing school or case officer in the first instance.
- Referral, request, inquiry received, logged and information gathered. The information is reviewed by an admissions team including the Chief Executive, Headteacher, SENDCo, Curriculum Lead and Pastoral Lead.
- If deemed an appropriate student for CRLT the Local Authority and students' family will be contacted by phone/mail.
- Interview (on-site) with student, support worker/mentor and parent/s/carers to allow both sides to discuss the suitability of CRLT for the individual student.
- Further information gathering at interview shared with the admissions team.
- If the Trust deems the student suitable, student to be offered trial sessions. All staff who meet the student will feedback on their suitability to CRLT.
- Feedback to the local authority, including an offer of placement is appropriate.

## Right of Appeal

Admissions appeals arrangements are not statutory regarding AP schools. However, we want to be as fair, objective and transparent as we can with all stakeholders regarding our admissions procedures. We will always give clear reasons why a student was not accepted at CRLT.