

Admissions policy

Ortus Education West Raynham School



WEST RAYNHAM SCHOOL
ORTUS EDUCATION LTD.

Approved by: Lyndsey Grimwade

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1. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply

2. Definitions

Looked-after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

3. Application Process

We are registered to care for and educate children from the age of 5 to 17 covering Key Stages 1 - 4. No child is refused entry on the grounds of race, ethnicity, gender, religion or sexual orientation. We require confirmation of the date of birth of a child.

Our school provides for those with Social Emotional and Mental Health difficulties (SEMH), as well as other needs or diagnoses, including, ADHD, ADD, and other difficulties. Our children are referred to us and funded through the local authorities. Our age range for pupils is 5-17 years of age. Most of our children will have an Education Health Care Plan. Pupils enter our school via a referral by the Local Authority.

In line with the Special Education Needs Code of Practice a multi-disciplinary decision is reached whereby the child with parents and/or guardians and/or carers visits the school. If it is agreed that the school is, in principle, the most appropriate educational setting for the child then a transition plan is implemented. Parents or

guardians/carers will also be asked to provide the school with any further information which they feel will enable us to provide their child with the best possible education. If agreed a place will be offered based on availability and in accordance with the Code of Practice for Schools, Disability Discrimination Act 1995 Part 4 and Schedule 10 of the Equality Act 2010.

4. Allocation of places

4.1 Admission number

The school has an agreed admission number of 24 pupils for entry in years 1 to 11.

4.2 Selection

Young people may be referred to Ortus Education West Raynham School at any time during the academic year via a local authority.

As much information as possible will be sought at the point of referral to inform assessment as to whether the referral is appropriate and as to whether the school is able to meet the needs of the young person. Information sought should include:

- young person's name;
- age and date of birth;
- gender;
- ethnic background, cultural needs, religious needs/persuasion;
- health needs & history;
- educational history, needs, current provision, support received & required including whether there is a statement of special educational needs proposed educational plan;
- risk issues, level of supervision required, establish if any history of self-harm/suicide, history of volatile and aggressive behaviour, child protection issues, risks presented by third parties;
- expectations and requirements sought by the placing authority to meet the young person's needs;
- the name, address and telephone number of the young person's case accountable social worker (if applicable);
- the young person's legal status;
- the young person's and their family's social history;
- any special issues e.g., restriction of contact, child protection and
- criminal history (if any) and whether any existing criminal proceeding are outstanding.

The information provided will assist the Headteacher in her assessment as to whether a school placement is viable and appropriate. The Headteacher will consider whether the school has sufficient staffing in terms of number and experience to manage such admission both in terms of the individual young person's needs and respect of the potential impact that the admission may have on existing group dynamics. Should a referral be accepted for admission, the school will notify the company's finance department as soon as practically possible in order that the appropriate contract arrangements can be administered with the relevant placing authority.

Measures of control, discipline & restraint and the requirement to search used by the school are made clear to the placing authority, the young person and parents/carer before the admission.

5. Admissions

The young person's details need to be entered into the admissions register and accompanying information filed. Please see our GDPR policy for how this information will be used and stored.

The young person will be shown around the school and introduced to the staff and other young people. An

individual timetable will be discussed, taking into account of the young person's age, aptitude and ability. Initial assessments will be carried out within the half term from admission. First impressions count and the admission of the young person into our school is one of the key elements in determining the success of the school placements. A period of transition will be arranged for pupils depending on their individual needs, during this transition period the young person will be able to familiarise themselves with the school our staff and pupils.

6. Monitoring arrangements

This policy will be reviewed and approved by the governing body every year.