

GREAT OAKS SMALL SCHOOL

SAFEGUARDING COMMUNITIES EMBRACING DIFFERENCE UNLOCKING POTENTIAL

ADMISSIONS POLICY

2018 - 2019

HEAD TEACHER: JULIE KELLY

CHAIR OF TRUSTEES: PENNY JACKSON

Date Agreed: JANUARY 2018

Date of Next Review: JANUARY 2019

ADMISSIONS POLICY

Great Oaks Small School educates students for whom mainstream education has been unsuccessful for varying reasons. Many of our students exhibit behaviours or have diagnosis of Autism Spectrum Disorder (ASD), Speech, Language and Communication Needs with or without high anxieties.

Admissions Procedure

A full assessment of each student's need will be undertaken as follows:

1. Referral papers are sent to the school by the appropriate body e.g. Local Authority; Education, Health, Social Care or parents. These are reviewed by the SENCo to enable an understanding of the child's needs. Current/previous schools or other agencies who have worked with the student may be consulted during this process.
2. Following the School's receipt of the EHCP, Parents/carers/social worker and the child may be invited for an informal interview to further establish if the School can meet the child's needs.
3. The School will notify the LA of the outcome of the visit. When the outcome is deemed not suitable then no further action is expected by the School. When the School determines it can meet the child's needs, the LA is notified.
4. The LA will formally contact the School stating the School's name on the EHCP. Following receipt of a purchase order, the School can make arrangements for admission to the School. The expectation of the School is for all students to attend full-time. When full-time initially is not suitable for the child, a small step integration strategy will be discussed and an agreed plan between home and school implemented.
5. Assessments are planned for to take place within the six weeks of a student being admitted. This includes, academic, emotional, social and neurological, according to individual need; at times it is necessary to lengthen this period to ensure the emotional well-being of the child.
6. Following assessments, arrangements are made for parents/carers to discuss the results and subsequent curriculum and timetabling plans with the SENCo/Senior Leader/Pastoral Mentor. All children (sixth form excluded) are expected to participate in English, Maths and Physical Education.

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The School does not operate within a specific catchment area therefore a child/Young Person's place of residence does not affect their admission. Admission is considered on a first come, first serve basis. However, the Local Authority, if the family are in receipt of financial support for transport, may stipulate guidelines in relations to travelling times and distances.

Admissions Appeal

Appeals must be made to the financing authority. In the event of independent funding, appeals in the form of a letter can be made to the Board of Trustees, addressed to the Chair of Trustees.

Charging Period

The charging period will be from the time of admission on role and the paying body will be invoiced accordingly. The paying body will be charged regardless of whether the student is able to attend the school on a full-time basis or not, as the aim is to cover all eventualities and be prepared for any student at any time to make the full-time transition when they are emotionally able to do so.

VI Form Provision

Information is available on our website; hard copies are available from the School office upon request.

Version Number	Purpose/Change	Author	Date Changed	Review Date
1.0	Final version – approved by SLT	Julie Kelly	31.01.18	31.01.19