

ADMISSIONS POLICY

VERSION CONTROL				
VERSION	DATE	AGENT	SUMMARY	NEXT REVIEW
1	July 2018	SLT	Initial publication.	July 2019
2	July 2019	SLT	Annual review. No changes.	August 2020
3	August 2020	SLT	Annual review. Admissions flowchart adapted.	August 2021
4	August 2021	SLT	Annual review. No changes.	August 2022
5	August 2022	SLT	Changes to age ranges.	August 2023
6	October 2022	SLT	Changes to age ranges. Changes to use of MIS. Changes to people. Changes to process and procedures.	October 2023
7	March 2024	AFY	Changes to inclusion and SEND leads. Version numbers corrected.	September 24

Admissions Policy

Castles Education specialises in working with students aged between 7 and 19 years (KS2 to KS5) who are considered to have social, emotional, and mental health needs. Our students usually have an Educational, Health and Care Plan (EHCP). Referrals from schools are welcomed, particularly if a student is at the EHCP assessment stage, but primarily our interest comes directly from parents or direct LA/virtual school consultations. Each referral will be viewed and considered independently. Students are admitted at any time during the school academic year and will follow a full and balanced curriculum which reflects the needs and provisions stated in the EHCP.

We welcome students of all faiths, cultures, race, and family backgrounds and are non-discriminatory in line with the Equality Act (2010) and Equal Opportunities policy. We will not discriminate on grounds of; gender, age, religion or belief, physical ability, or disability, learning ability, other special needs or academic or sporting ability, race (including colour, nationality, ethnicity, family, cultural or linguistic background), sex, sexual orientation, gender reassignment, pregnancy, or maternity.

Admissions are based on:

1. Full and detailed information being supplied by the referring Local Authority or school, including an Educational, Health and Care Plan and supplementary documentation.
2. A visit by the student and parent/carer.
3. An agreed costings letter establishing funding the placement based on provision.
4. An admission meeting where an admissions pack is completed detailing information required for
5. safeguarding and information gathering purposes. This will also include home/school
6. agreements.
7. An initial risk assessment being completed based on information provided in the meetings. Some students will require a more in-depth risk assessment with the parent/referring person before a start date is given due to the level of risk detailed.

We are committed to ensuring that the Admissions Register is maintained in accordance with Education (Student Registration) (England) (Amendments) Regulations 2016. From the beginning of the first day on which it has been agreed that the student will attend, an entry will be made in the Admissions Register.

As an Independent School, the Executive Headteacher reserves the right to refuse entry if the school's structure does not meet the educational, pastoral or SEND needs of the student concerned.

To ensure the admissions process is efficient and robust, tasks pertinent to the process are recorded on a New Starter spreadsheet. A student will not receive a start date until the New Starter sheet is compiled and checked.

Castles Education will notify the appropriate Local Authority or school of a successful admission and provide them with terms and conditions. Contact will also be made with parents and other involved professionals.

ADMISSIONS REGISTER

On taking up a place with Castles Education, an entry is made on the Admissions Register. The Admissions Register is held on an electronic format using the management system, Integris. The Admissions Register can be exported as an Excel document, checked and/or printed at any point.

The people responsible for the administration of the Admissions Register is the Administration Assistant and Attendance Lead. The responsibility for its Quality Assurance is the Deputy Head for SEND.

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The following items are recorded on the Admissions Register:

1. *Full name.*
2. *Gender.*
3. *Name and address of all parents/guardians with an indication of the parent/guardian with whom the student normally resides. Parental responsibility is noted.*
4. *At least one telephone number at which the parent/guardian can be contacted in an emergency. There is space for three contacts and during admissions we aim to gain at least two.*
5. *Date of birth.*
6. *Date of admission/re-admission.*
7. *Name, address and where possible the telephone number of previous school.*
8. *Details of SEN need, FSM allocation/Pupil Premium entitlement.*

Copies of the Admissions Register are held at the school for a minimum of 3 years and will be made available for inspection.

The Admissions Register allows for the inclusion/deletion from the register and is completed in line with the Education (Pupil Registration) (England) (Amendments) Regulations 2016.

ADMISSIONS PROCESS

The admissions process is overseen by the Deputy Head for SEND. The timescales are variable due to the following factors:

- The referring body asks for a response before the 15-day deadline.
- The initial referral has not come from a direct consultation from the LA, and this then needs to be waited for.
- Contact information of parents/guardians from a redacted consultation takes time to come through from caseworkers/professionals.
- Funding and placement panels timescales differ from county to county.
- Transport provided directly from county can take longer than the placement agreement to be finalised.

ADMISSION PROCESS (FLOW):

