



iMap Education

School Policy

Section	School Policies
Policy Number	SP-004
Policy Name	Admissions Policy

Creation Date	Review date	Next Review date	Nominated Reviewer
15.07.16	01.09.21	August 22	S Beddow

ADMISSIONS POLICY

1.0 Introduction

iMap School at Barrowmore has developed a clear admission policy to help the smooth transition of young people in our school and helps ensure that we can fully meet their needs. This policy allows for new arrivals that start at different times of the year, and is well placed to identify their needs and ensure that they receive appropriate support to access the curriculum and pastoral system. Our student cohort group is aged between 7 and 19 years and children outside of this age group are not accepted.

Admissions to iMap School at Barrowmore will normally be by way of an Education Health Care Plan (EHC Plan). All children are considered for admission in line with statutory guidance.

2.0 Overview of this Policy

iMap School at Barrowmore will endeavour to create a secure, caring and educationally challenging environment, in which students will feel happy, safe and eager to learn. The school believes that if students feel valued, and if their achievements are celebrated, then this will encourage positive learning and good behaviour. We aim to forge good communication with Parents, Carers and Guardians, and the placing authority.

In line with DFE and Ofsted guidance and recommendations, we as a school have established the following;

- A well placed admission to school once a child has been referred through to us.
- A welcoming environment with background information on the educational, communication, medical and social needs of the new arrivals
- Communication with parents, carers and guardians as an integral part of the Welcome.
- Inform new arrivals and their families, carers and guardians about the education system and the curriculum we offer at school.
- Effective use of staff during the admission process, the Principal and Class teacher will be involved in the process at school.

3.0 Admissions Procedure

We believe that effective inclusion into the curriculum, that ensure progression and engagement, begins at the start of the admission process.

Admissions to the iMap Centre often happen through two streams:-

- Admission referrals can be made to the Principal or members of SLT from placement officers within the Local Authority. At this stage any information sent will be read, and a decision will be made by members of the SLT if we feel we can meet the needs of the child.

Or

- Parents may also show an interest in the school will be offered a non-prejudicial visit, and a chance to take a tour of the school, meet key staff members, including the teacher and Principal.

If through either process all appropriate information about the child would be collated including Educational Health Care Plan, medical reports and history, other agency involvement i.e. CAMHs, previous education documents such as EHCP reviews, ILP's, reports, positive behaviour support plans, behaviour logs and risk assessments. Further information will be collected from the Local Authority and Social Services if applicable.

The Principal will arrange a suitable time to conduct an observation and assessment of the student usually at the current school, but can be completed elsewhere if the child no longer attends school. If a residential placement is required, then the registered manager of the home will also attend the assessment. Here we will gather additional information including child's routines likes and dislikes, links with family etc.

When the staff have met the child, a decision is made regarding if we feel we can fully support the child at our school, a visit will be offered to the family and child to the placement.

Visits

If not already happened, a visit date will be set by the school, and parents/child/carers will:

- Take a tour of the school
- Meet key members of staff
- Meet pupils
- Be given a clear overview of the aims of the school including curriculum, pastoral ethos, expectations etc.
- Utmost importance is given to the child's view.

Following this visit if all parties involved are in agreement, dates for admission and an initial review of placement will be arranged. No placement will commence without all relevant paperwork in place.

Admission to iMap School at Barrowmore

At iMap School at Barrowmore we recognise that a child's first day is very important, therefore the transition programme is key to supporting the child into the new environment. This transition programme is individualised and bespoke to the needs of the child, taking into account their educational history and previous attendance at school.

Following the admission to the school, the child will follow a six week baseline, from this staff will be able to write a clear Individual Learning Plan and map progression. During this time we will also monitor behaviours using an ABC chart, this enables us to produce a Positive Behaviour Support Plan. If the child is a residential placement, the home will also assess and baseline the child, and provide the school with necessary information regarding care and health planning.

Notification of changes relating to placement:

The finance office must be informed immediately of any changes relating to a placement.

It is necessary that any meetings held regarding a child's placement are followed up by a letter from iMap outline the decision taken at the meeting and a copy given to finance.

All other matters that should be followed up by a letter:

Children being sent school work whilst excluded

Local authorities' decision to keep the placement open whilst a decision is being made.

Notification of closure of placement by the school

Notification of closure of placement by the local authority

Relevant authorities/social workers informed of long term unauthorised absences.

New starts at iMap

These procedures must be followed and copies given to the finance office to facilitate correct and prompt invoicing.

- a) Offer of a placement must be confirmed in writing, outlining the starting date and relevant costings.
- b) Authorities should accept the placement in writing in form of a contract.
- c) Finance send a Heads of Terms, which includes costs.
- d) Parents/carers to complete appropriate paperwork prior to the child starting.

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