iMap Barrow School

Section	School Policies
Policy Name	Admissions Policy

Policy Date: 5/5/26

ADMISSIONS POLICY

1.0 Introduction

iMap School 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 will normally be by way of an Education Health Care Plan (EHC Plan).

All children are considered for admission in line with following statutory guidance. The Education Act 2011
School Admissions Code (updated September 2021)
The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
Prevent Duty Guidance – Updated March 2024
Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges, July 2015, last update September 2021- Last Updated September 2024
The School Information (England) Regulation 2008
The School Admissions (England) Amendment Regulations 2017
The School Admissions (England) (Coronavirus) (Appeals Arrangements) (Amendment) Regulations 2020

2.0 Overview of this Policy

iMap School 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.
- Ensure key entry and exit details of each pupil is checked and documented at the start and end of placement

3.0 Admissions Procedure

We believe that effective inclusion into the curriculum, which ensures 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 and Referrals and Commissioning Relationships Manager 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 that 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 or the Referrals Manager 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 the 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.
- Upmost 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 Fern House School

At iMap School 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.

Admissions Register

The school keeps an admission register which contains an index in alphabetical order of all the pupils. at the school and the following information about each pupil:

- pupil number (UPNS)
- name in full
- gender
- the name and address of every person known to the school to be a parent of the pupil and, against the entry on the register of the particulars of any parent with whom the pupil normally resides, an indication of that fact and an emergency telephone number. • day, month and year of birth
- day, month and year of admission or re-admission to the school
- name and address of the school last attended if any
- leave date when applicable
- leaving destination

- that when a leaving pupil's destination is given as another school, the school has verified this new school as a legally registered provider
- that where the leaving pupil's educational destination is unknown, or is not given as a legally registered school, this has been reported to the local authority in a timely manner The admission register will be kept on the school database and updated as required **Additional**

We will inform the relevant local authority of any pupil who is going to be deleted from the admission register where they:

Have been taken out of school by their parents and are being educated outside the school system e.g., home education

Have ceased to attend school

Are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period

Have been permanently excluded

The local authority will be notified when school is to delete a pupil from its register under the above circumstances. This should be done as soon as the grounds for deletion are met, but no later than deleting the pupil's name from the register. It is essential that schools comply with this duty, so that local authorities can, as part of their duty to identify children of compulsory school age who are missing education, follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

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 outlining 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 Pupils Starting

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.