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# Parkside House School

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## Admissions Policy



September 2016

Reviewed July 2017

**The aims of this policy are:-**

- 1) To establish clear and rigorous procedures for the admission of pupils into Parkside House School.
- 2) To ensure statutory requirements are met.

**Legal Position**

This policy is based on the requirements of the Education Act 2011 which lays down that schools should set out "clear, reasonable and objective" criteria for admission if they are oversubscribed.

**Guidelines**

Applications for admission to Parkside House School are normally made by a SEN Officer of the Local Authority in whose area the pupil currently resides. The officer will contact the school and send over the relevant documents relating to the pupil. Parents can contact the school direct and organise to visit independently. The school will also use the NEPO NE12 Procurement Portal.

Regulations under the 2011 Education act and all subsequent legislation state that parents have the right to express a preference for a school which is not a LA school, but which is an Independent special school approved by the DFE. If the LA agrees it will fund the placement at that school.

All of the pupils referred to Parkside House School will have a history of SEMH and or associated learning difficulties, including ASD, PDA, ODD, , ADHD, ADD, as well as more less frequently diagnoses such as Attachment Disorders and Tourette's Syndrome. Pupils will normally be aged between 11 to 19 years, Academic year 7 to year 13. In exceptional circumstances we may admit pupils early in year 6 on an LA request.

4. The initial visit will take place after school, this allows all pupils, parents, carers, social workers etc. or anybody else who has accompanied the pupil to look around the school and spend time with all staff in their teaching areas. If the first visit took place in school hours there would not be the opportunity for staff to spend time with the prospective pupil.
5. A further visit will then be offered during the normal working day, this then gives the opportunity for the pupil to see the school in action.
6. Pupils can be admitted at any time in the school year although it is easier for pupils to start at the beginning of a term or half term. We endeavour to start all pupils on a Monday.

7. Once a decision has been reached, funding has been agreed by panel within the Local Authority a start date will be agreed. Transport will also be arranged where appropriate with the Local Authority.
8. If deemed appropriate pupils may be placed on a phased transition start. Starter information will be given to all staff. A risk assessment and a full educational assessment will be completed in the first half term.
9. Pupils can be admitted at any time in their school career although it is easier for pupils to join us at the beginning of a Key Stage, however in reality this does not often happen.
10. The school will accept pupils from the age of 11, through to currently 19 years.
11. If pupils are admitted from other educational establishments within the school year careful individual transition arrangements will be made with the young person's previous school. Similarly if a young person transfers from Parkside House to elsewhere.
12. As Parkside House school is registered for 25 pupils if additional pupils are referred by the LEA a waiting list may need to be set up.
13. Parents will be able to visit the school again following the decision being made should they wish to do so and will be invited to ring with any further queries.

All parents will be given an Admissions pack which contains the following information;

- Up to date school prospectus
- School uniform list
- Medical form
- Pupil contact form
- Code of conduct
- Holiday form
- Worried or complaints easy to read leaflet
- Parent advice guides, age appropriate e.g. GCSE 101 tips for parents

- Relevant policies, Complaints policy, Safeguarding and Child Protection policy, Data protection policy, mobile phone policy, Anti bullying policy, Cyber bullying, and E-safety policy, Acceptable users policy, homework policy and Examination statement if appropriate

The admissions Policy will be available on the School Website.

This Policy was agreed by;

The Chair of Governors \_K Thompson

A handwritten signature in cursive script that reads "Belinda Young".

The Head Teacher \_\_\_\_\_ Belinda Young