



Arbour House

Admissions policy

Policy updated: August 2017

Introduction

Arbour House School is registered for young people from 5 years to 16 years with complex social and communication needs including autism. It operates as an independent co-educational special school which, as it provides up to 12 places.

The School is owned and managed by Potensial Ltd (t/a POTENS). It is a school awaiting approval by the Secretary of State for Education under section 41 of Children and Families Act 2014 allowing it to be named in a young person's Education, Health and Care Plan.

Aims

The purpose of this admissions policy is to provide clarity with regard to the criteria for admissions for local authorities, parents/carers and other professionals to ensure that the process and decisions are fair and consistent.

This policy will outline the criteria for admissions. It has been written with reference to the Special Educational Needs Code of Practice and approved by the trustees and will be reviewed annually. It is available on the website or upon request.

Admissions process

Arbour House School welcomes parents / carers and professionals with frequent open mornings and visits to enable families, carers and local authorities to consider whether the school might be suitable for the young person. We encourage parents/carers to visit a range of provisions in order to get a feel for the type of provision which may be suitable and to help in the decision-making process. We are also able to review papers such as Statements/Education Health & Care Plans, Annual Review and other documents at this early stage to give an early indication of whether Arbour House School might be a suitable option to consider.

With the support of the local authority, the young person and their parents/carers are invited to an onsite assessment undertaken by the Executive Headteacher and Head of School. A second assessment in the current provision or young person's home is also undertaken.

The assessment, together with further information from parents/carers and professionals, is considered by the school to determine whether we would be able to meet the young person's needs and enable the young person to make progress and with a view to moving into a more mainstream setting as appropriate or college and employment.

Admissions criteria

All pupils will have complex social and communication needs.

All pupils will have associated learning difficulties (as specified in their Statement of Special Educational Needs/Education Health & Care Plan).

Pupils may also have associated conditions such as ADHD, FASD, OCD and/or other health or additional needs such as challenging behaviour.

The number of pupils requiring a staffing level of 2:1 may be limited. Staffing levels are reviewed at the 3 month review of placement meeting which is held as part of our standard procedures and good practice.

An appropriate age peer group and academic and social compatibility with the group will also be taken into consideration and, where available places cannot be created in the appropriate peer group, may mean that a place cannot be offered.

The number of pupils in each class group is limited to 3 / 4

A placement may not be offered if parents/carers are not in agreement with the School's methodologies and approach as outlined during visits and documents such as the prospectus and statement of purpose.

The journey time will be taken into consideration when making a placement.

Arbour House School is committed to equality of opportunities for students and aims to meet the needs of all by taking into account differences in gender, ethnicity, cultural, social and religious backgrounds, as well as ability, needs and learning styles. All reasonable actions and adjustments will be taken to meet these needs however there may be occasions when this is not possible. For instance, not all areas are wheelchair accessible. Although the School has been carefully designed to provide a safe environment it may not be sufficiently secure for young people with significant absconding behaviours. Consideration may need to be given to young people whose physical vulnerability may put them at risk.

Decisions by the Admissions Panel will be guided by the SEN Code of Practice 2015 as to whether the School is suitable for the child's age, ability, aptitude or his/her special educational needs, whether the placement would be compatible with the efficient education of other children with whom the child would be educated and whether the placement would be compatible with the efficient use of resources.

Naming Arbour House School on a Statement or Education, Health & Care plan

Arbour House School is applying to be on the approved DfE list of independent special schools that can be named by parents and local authorities on Statements

of Special Educational Needs and Education Health and Care Plans. Before naming a special school, Local Authorities must consult the School who will consider whether the young person meets the school's admissions criteria.

Tribunals

The decision to accept a tribunal is undertaken by the CEO and Executive Headteacher.

Accessibility Plan

This document can be accessed on the website or upon request.

Emergency admissions

Due to the need our pupils have for a well planned transition, we do not take emergency admissions. However we endeavour to work as responsively as possible with local authorities and with families to provide a start date as soon as is feasible, taking into account the needs of the incoming pupil and their families and balancing this with the needs of the other pupils.

Prior to confirmation of placement

The School must be able to meet the needs of the young person as detailed in their Statement or Education Health & Care Plan requirements or assessed needs before admission of the pupil.

No service will be provided unless it is required to meet the needs of the young person and/or specified in the Statement or Education Health & Care Plan or agreed and funded by the Local Authority through a revised contract.

Contract/fees

Contractually, all pupils will receive a range of support requirements. Additional reasonable services will be provided to enable Arbour House School to meet additional specific individual needs as specified in the Statement/Education Health and Care Plan or agreed by the Local Authority following the School's pre-placement assessment. These services will be confirmed prior to the contract being issued.

Complex medical procedures that require additional support and training to non-medical staff will be considered through a joint meeting between the Headteacher and appropriate medical professionals.

Fees should be paid monthly or termly and invoiced to head office only.

Post confirmation of placement/Provision

All pupils will benefit from a bespoke life-centred creative education that takes account of individual interests, strengths balanced by developing breadth and balanced as a pupil becomes engaged, a modified National Curriculum and a Life Skills programme of learning throughout their school day as outlined in the School's prospectus, Statement of Purpose, website and other information.

The School will endeavour to meet appropriate ethnic/cultural requirements. The School has a multi-faith ethos as its foundation and recognises the value and importance of tolerance of all faith systems.

Appealing against an admissions decision

To appeal an admissions decision made by the Executive Headteacher of the School, parents/carers or local authorities should write to the Admissions Panel outlining the reasons for appealing the decision. Thereafter, the process will follow that outlined in our Complaints Policy, available from the website or on request.