

NORTHEASE MANOR SCHOOL

ADMISSIONS POLICY

Date of review: June 2017

Date of next review: June 2018

Reviewer: Headteacher

FGB

Northeast Manor is a DfE approved co-educational Independent day and weekly boarding school for potentially able students with Specific and Additional Learning Difficulties. We are known and respected for providing excellent quality teaching, therapy and pastoral support for individuals who have Dyslexia, Dyscalculia, Dyspraxia and may also have an Autistic Spectrum Condition, ADD, Social and Communication difficulties.

All admissions procedures are established with full honesty, transparency, courtesy and respect for individual rights.

- In providing for potentially able students, students are generally of average or above IQ. It is therefore essential to have a measure of cognitive ability, which would normally be provided from an assessment carried out by an Educational Psychologist. Results of assessments need to be considered carefully as IQ scores can be depressed by the nature of learning difficulties (e.g. information processing, sequential short term and working memory and other areas).
- It follows from the school's convictions that equal opportunities exist for all potential students and parents, irrespective of race, gender, religion and/or physical ability, subject to the criteria mentioned previously.
- When looking at the details of learning profiles, it is not necessarily the labels that are essential but the ability of the provision to meet student needs appropriately.
- Following initial enquiry from prospective parents and the dispatch of relevant information, an appointment will be made to visit the school and meet the Headteacher. Such a visit may or may not include the children, according to parental wishes. 'Open days' may, on occasion, act as a basis for preliminary enquiries.
- In order to have detailed knowledge of a student's learning profile, the school requires access to an Educational Psychologist report (carried out during the previous two years, either by an independent psychologist, an LA psychologist, or both), a copy of the Educational Health Care Plan or the Statement of Special Educational Needs, or the results of the Statutory Assessment or reasons for not agreeing to one, the latest school report and any other related assessments (e.g. carried out by a Speech and Language Therapist, Occupational Therapist, CAMHS, Paediatric Psychiatrist).

- If on reading through the reports, the Headteacher and SENDCo decide that a placement at Northease Manor would not be appropriate, then this is communicated to the parents and the matter is taken no further.
- If on reading through the paperwork the Headteacher and SENDCo decide that a placement may well be appropriate, then a visit to the school is arranged.
- A placement process involves a discussion between the Headteacher and the parents, a full tour of the school in order to see it at work, to have an opportunity to meet students and staff and to see lessons in action.
- If a placement still seems to be appropriate, then the school invites the student for a period of taster days and overnight stays, where appropriate, up to a maximum of a week's duration. Informal assessments will take place during the taster period as part of each lesson, together with baseline assessments and interviews with therapists and SENDCo.
- In the event of an emergency placement, an interim review of the placement will take place with the parents within 4 weeks of the start date. Where appropriate, the meeting will also involve the student, the placing authority and any agencies which have significant involvement with the pupil, such as social services or health professionals.
- The Headteacher and SENDCo have a formal meeting to discuss the findings of the taster period. All feedback from Staff (teaching and/or boarding) is also taken into consideration.
- The final decision whether to offer a place would be based on the following criteria;
 1. Paperwork received
 2. Interviews with the Headteacher and SENDCo
 3. Taster period results
 4. Interview with parents
 5. Feedback from staff (and in some cases students)
 6. Discussion between the Headteacher, SENDCo and Senior Leadership Team.
- When doubts remain, the Headteacher may;
 1. Contact the Educational Psychologist (and experts who have carried out assessments or who are currently working with the child).
 2. Suggest that the student returns to Northease for a further trial.
 3. Discuss the issue further with staff involved.
- The Headteacher gives confirmation of the taster period /overnight stay results and whether a place is to be offered in writing to parents after an initial phone call from the Headteacher's PA.
- If Northease Manor is judged not to be an appropriate placement, the Headteacher always attempts to provide advice to the parents as to where more appropriate provision can be found (e.g. a different type of special school or a more mainstream placement with good unit provision).

- If a place is offered and is dependent on a successful appeal against the LA, the school policy is to support the parents in their appeal, which may include attendance by an appropriate member of school staff.
- A place for the student is reserved once the school has received confirmation in writing from the parents and a completed registration form.
- In some cases, placements are taken up immediately but in others, there can be a delay of up to a year or more.
- Joining literature is then sent to parents, which includes a copy of the admissions policy.
- All parents of new students are invited to attend a parent consultation meeting to review the placement, to be held during the first two weeks of the pupil's first term at the school. The meeting will be held with the form tutor, SENDCo and parents. If concerns are raised by the parents which cannot be resolved at the meeting, or require further information or investigation or would benefit from a further review, then a meeting will be held with the parents, form tutor, SENDCo and the Associate Head Student Support, within a fortnight of the initial review meeting, subject to the availability of the parents.
- Children who prove that they are unable to adhere to the Student Code of Conduct/Home School Agreement at Northease Manor will have their position at the school reviewed by the Headteacher.
- Parents are expected to take all reasonable steps to support both their child and the school on general education and on issues of behaviour management. This is to ensure that all individuals benefit from the right to an education that is not adversely affected by the behaviour/actions of other parties. (Home School Agreement).
- All proper procedural and contractual courtesies will be observed regarding the matter of transfer from the previous school. Northease Manor School will not be party to unprofessional and/or private arrangements with parents in the event of parental dissatisfaction with the current school. Northease Manor School operates a transparent policy regarding admissions and recruitment; we will not seek to attract students openly or secretly from other schools nor will we undermine the character or practices of other schools, either in the maintained or independent sector.
- Bursaries are available and subject to Governors decision, based on a statement of financial circumstances. Any bursaries awarded will be reviewed on an annual basis. Changes in parental means will also be taken into account whenever possible.
- Once students are placed at Northease Manor, students are continuously monitored in order to ensure the different future paths remain accessible; either continuation through to completion of GCSEs at Northease Manor or to move to a more mainstream placement before GCSE courses are commenced. Any movement to a more mainstream placement is always identified as an indicator of success.

- In the very rare cases where a placement is taken up but over a period of time it is clear that it is not appropriate, discussions take place with parents in order for the Headteacher to advise on what would be a more appropriate educational placement.
- Northease Manor maintains its own placement agreement that is used with parents and local education authorities, in keeping with most similar independent DfE approved schools for Specific and additional Learning Difficulties.

Signed:

Date:

Headteacher