



Admissions

Policy

Introduction

Ocean Lodge Independent School offers education and support to young people who are unable to access education in mainstream or other settings due to their Behavioural, Emotional and Social Difficulties (BESD). Ocean Lodge Independent School is situated in Westcliff on Sea, Essex and is registered to teach 10 pupils, all of whom are expected to be referred to us by Local Authorities across London and the South East.

OLIS Therapeutic Approach

Ocean Lodge Independent School embraces the necessity to provide a therapeutic approach for children that require care in a residential setting away from family and significant attachments. We recognise that any disruption in a child's development through separation, neglect or abuse requires a therapeutic approach when providing education for these children.

We ensure that every aspect of the education provided communicates an unconscious message to the child, so that all aspects of daily life must be regarded as part of the therapeutic process - not just times designated as therapy.

We aim to increase the pupils' opportunities for positive outcomes for their future and assist them in changing learned patterns of behaviour and attitudes. This model is a basic framework within which pupils are able to stabilise, reflect on and learn new ways of addressing difficult issues that are age and intellectually appropriate to the need of the child. Our facilities include a reflection area in which pupils can access one-one support and there is a range of therapies on offer including play therapy and one to one sessions with a psychoanalytic psychotherapist.

The teaching staff consult with Peter Kelly, Educational Psychologist, on a monthly basis in order to develop educational and behaviour interventions and programmes as well as receiving training on a variety of autism and SEN related topics.

Admissions Criteria

- All pupils will be of statutory school age in Key Stages 2, 3 & 4.
- All pupils referred will have Special Educational Needs (which in most cases will be formalised with a Statement of SEN). In most cases the presenting reason for referral will be Behavioural, Emotional and Social Difficulties; although the young people referred are likely to present with a range of other difficulties such as speech and language difficulties, dyslexia, dyspraxia, ADHD, ADD, ODD, ASD and Aspergers Syndrome.
- Pupils in public care with SEN for whom there is no reasonable prospect of reintegration into mainstream school or services

Referrals

Ocean Lodge Independent School is governed by an admissions procedure implemented by the company's Senior Management Team (SMT) and aims to meet the admission requirements for all referred young people as set by the SMT in the contracts between the Local Authorities and the company.

Referrals to the school are initially processed through the school Headteacher in consultation with the School's proprietor. The Local Authority refers young people who have behavioural, social and emotional difficulties, who may have been permanently excluded from mainstream or special school for a prolonged period, who have a statement of Special Educational Needs or young people in Public Care who have had disrupted placements and/or schooling with similar difficulties and for whom there is no reasonable prospect of reintegration into mainstream schools.

It is the policy of Ocean Lodge Independent School that all prospective pupils referred to the school by the Local Authority will be offered a referral and induction procedure that is open, fair, timely and transparent. All prospective pupils and their families or carers will, following referral, have opportunities to discuss the education we are able to offer, visit the school, meet with staff and share in the aims and methods of education we are able to offer each young person.

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It is also our policy that, once accepted for admittance, all pupils will be assisted and supported to address the issues and difficulties that have led to their referral and will have available to them the full curriculum offered by the school.

Information

We seek to gain as much information as possible about every pupil referred to us in order that we can make informed choices about the appropriateness of the referral and what will be required in order to meet their needs. Documentation with each new referral should include:

- Pupil details such as their full name, address and so forth
- Contact details of all parties involved with the pupil
- The pupil's educational history including SAT results where they are available
- Statement of Special Educational Needs.
- For Looked After Pupils – their PEP and any relevant supporting information from agencies involved with the pupil.

Following Referral

From receipt of the referral, the school will process the documentation, meet with the pupil and parents/carers and agree a start date that will not be later than fifteen term-time working days from referral. Responsibility for this process is the Head Teacher who will read the documents; consider key issues such as classroom behaviour, social interactions and learning needs.

Referral Meeting

The Head Teacher will meet with parents/carers and Social Worker (if applicable) as quickly as possible. This will allow the opportunity for parents/carers/social worker to discuss the needs of their child in an informal, although structured way. During the meeting, the pupil's additional needs are assessed, their educational and social background can be discussed and the factors which may have caused their disaffection or disengagement from education can be raised. Importantly, we also use this meeting as an opportunity for parents/carers and the young person,

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themselves, to share what they see as particular interests and strengths.

Discussion includes:

- Pupil expectations
- Parent/carer expectations
- School expectations – code of conduct
- School/home links once placement has begun
- Statement of Special Educational Needs and how the school proposes to meet it
- School timetable
- Diagnostic assessments
- Curriculum and activities
- Additional pastoral support

The Head Teacher also shares with parents/carers a range of information and documents and ensures they are aware of other documents that are available for them to see, should they so wish.

Documents shared include:

- School Prospectus
- Educational Visits policy, permission slips for excursions and photographs to be taken of pupils
- Data Protection Policy
- Complaints Policy and form

The Needs/Risk Assessment and Plan for Admission

Following the initial meeting the Head Teacher will write a Pre-Service Needs and Risk Assessment and will then convene an intake meeting. The discussion will focus on deciding whether the referral is appropriate and whether the young person will be able to become a fully integrated member of the school.

Once the decision to admit is taken by the Head Teacher the plan for admission will be agreed. This will include such matters as ensuring plans for transport are in place, making arrangements for assessment following admission, writing an Individual Education Behaviour Plan (IEBP) all of which will be completed within 15 term-time days following admission.

Induction

Pupils are inducted on arrival at school. We want pupils to feel comfortable and relaxed when they arrive so a great deal of care is taken to ensure they are informed about all we do and that they know what to do if there is anything they do not understand or are unsure of.

As well as introducing them to the team who will be teaching them and the other pupils the Head Teacher will ensure they know what to do in the event of a fire and other health and safety matters as well as the opportunities we will be offering them. In addition, the Head Teacher will explain once again our expectations about their behaviour (and the consequences of misbehaviour) and the respect we expect them to show others as well as reassuring them that we will seek to treat them with respect too.

To be read in-conjunction with:

- **School Prospectus**
- **Admissions Procedure**

Proprietor signature.....

Date: 24/10/16