



Policy: Admission's Policy

Independent School Standards:

Next review by governors

Latest update

February 2020

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1. Introduction

Ocean Lodge Independent School is situated in Westcliff-on-Sea, Essex and is registered to teach 10 pupils.

Ocean Lodge Independent School offers education and support to pupils who are unable to access education in mainstream or other settings due to their specific needs. Our school offers support for pupils with Behavioural difficulties, SEN (Special Educational Needs) or Learning difficulties as well as pupils who need support based on their SEMH (Social, Emotional and Mental Health).

- 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 an Education & Health Care Plan (EHCP)).

2. Referrals

The pupils referred are likely to present with a range of other difficulties such as:

- Speech and language difficulties
- Dyslexia, dyspraxia
- ADHD, ADD, ODD
- ASD and Asperger's Syndrome
- Social Emotional and Mental Health (SEMH)
- Behavioural difficulties
- Pupils in public care with SEN for whom there is no reasonable prospect of reintegration into mainstream school or services.

Referrals to Ocean Lodge Independent School are governed by an admissions procedure implemented by the company's Senior Management Team (SMT). Which aims to meet the admission requirements for all referred pupils 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's Head Teacher in consultation with the School's proprietor.

The Local Authority refers pupils who have Behavioural, Social and Emotional Needs, Mental Health or Learning difficulties; who may have been permanently excluded from mainstream or specialist school for a prolonged period. Referrals are also received for pupils who have an EHCP or pupils 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.

Ocean Lodge Independent School's policy ensures 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 the opportunity 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. If accepted for admittance, all pupils will be assisted and supported to address the issues and difficulties that have led to their referral. This will be provided through the full curriculum offered by the school, which will be available to them.

2.2 Information

We seek to gain as much information as possible about every pupil referred to us, this is in order to make informed choices about the appropriateness of each 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
- Contact details of all parties involved with the pupil
- The pupil's educational history (including SAT results where they are available)
- EHCP - for looked after pupils
- Pupil's PEP and any relevant supporting information from agencies involved with the pupil.

Following a referral, the school will process the pupil's documentation, meet with the pupil and parents/carers and agree a start date that will be no later than 15 term-time working days from the date of the referral.

Responsibility for this process is with the Head Teacher who will read the documents provided; considering any and all key issues such as: classroom behaviour, social interactions and learning needs.

2.3 Referral Meeting

The Head Teacher will meet with parents/carers and Social Workers (if applicable) as quickly as possible.

This will allow the opportunity for parents/carers/social workers to discuss the needs of their young person 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, 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.
- EHCP and how the school proposes it to be met.
- 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:

- Ocean Lodge Independent School's Prospectus
- Educational Visits policy, permission slips for: excursions and photographs to be taken of pupils
- Data Protection Policy
- Complaint's Policy

We will also begin to form a Needs/Risk Assessment and a Plan for Admission for the pupil.

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 working days following admission.

2.4 Induction

Pupils are inducted on their 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. We also ensure that they are introduced to the staff who will be teaching them, as well as 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, along with the opportunities our school will be offering them.

In addition, the Head Teacher will explain once again our expectations about the pupil's 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 also.

Documents to be read in-conjunction with this policy are:

- Ocean Lodge Independent School's Prospectus
- Admissions Procedure

POLICY REVIEW CYCLE

This policy and all policies at Ocean Lodge Independent School will be reviewed and updated by the head teacher and governing body as per our policy review cycle.