

## **Admissions Policy**

### **Intent**

This policy aims to cover key aspects of the admissions process.

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### **1 – Policy Statement**

Wolfdale School is a specialist independent school which provides education to children with a range of difficulties including ASD, ADHD and SEMH. The school welcomes pupils from the age of 7-16 of all cultures, race, social background, faiths and those that have none. It is vital for parents/carers to be part of the admissions to ensure the child's specific needs can be met by the school and a positive collaborative working relationship can be in place for the success of the learning journey. The school aims for the admissions of pupils to be non-discriminatory and where applicable, will make reasonable adjustments to meet needs if achievable.

Wolfdale welcomes applications for admission from all sections of society and is non-discriminatory in line with the Equality Act (2010) and Equal Opportunities Policy. This applies to all pupils and includes inappropriate discrimination on the grounds of: gender; age; religion or belief; physical ability or disability (including HIV status); learning ability; other special educational needs or academic or sporting ability; race (including colour, nationality, ethnicity, family, cultural or linguistic background); marital status and civil partnership; sex; sexual orientation; trade union membership; part-time and fixed-term working; gender reassignment; pregnancy and maternity. These factors are taken into account in the care of our community members so that care is sensitive to different needs.

Admission is based on:

- ✦ Consultation with SENA and the family of the pupil.
- ✦ Agreement that the school can successfully meet the needs of pupils as defined by their Statement of SEN and/or Education, Health and Care Plan (EHCP).
- ✦ A satisfactory home or school visit(s) with the prospective pupil and family. Where both parties are confident that the needs of the child can be met.
- ✦ An agreement between the school and SENA on the pricing of the student which identifies the level of need required to achieve the best support. The school refer to this as, Base Rate, Mid-Rate and High Rate. The school aims to review.

placement progress and costing with a view to reduce the price and save public money.

- ✦ A dual signed and agreed Individual Placement Agreement (IPA) between the school and the relevant local authority.
- ✦ The completion of a signed parent handbook by parents/carers which informs the school of all known special educational needs and medical needs and all relevant information of the prospective pupil required by the school in support of the efficient education of their child.

Wolfdale School is committed to ensuring that all personal data obtained and stored by the school is in compliance with GDPR and the Data Protection Act 2018. This also includes accurate maintenance of the Admissions Register in accordance with Education (Pupil Registration) (England) Regulations 2006. From the beginning of the first day on which the school has agreed or been informed that the pupil will attend the school, an entry will be made in the school's Admissions Register in line with the Education (Pupil Registration) (England) Regulations 2006.

Parents/carers or adult with a vested interest in the process will be informed verbally of the need for us to store this information for the purpose of completing the process, regardless of the entry outcome.

Wolfdale School reserves the right to refuse entry and progress into any year from Year 3 to Year 11 if the school's structure does not meet the educational, pastoral, and social needs of the pupil concerned. This decision will be made by the schools management team and reviewed by the Directors.

Parents have the right to appeal against an unsuccessful application using the school's Complaints Procedure or via the local authority during the consultation process.

The way in which Wolfdale School deals with pupil exclusion and removal is set out in the Behaviour Policy. Therefore, this Admissions Policy should be read in conjunction with the School's Behaviour Policy.

## **2 - Admissions Register (for school use):**

- ✦ On taking up a place at the school an entry is made in the Admissions Register.
- ✦ The Admissions Register is held on electronic format on a secure Management System.
- ✦ This is stored on a 'cloud' based server is regularly backed up to ensure records are not lost or destroyed for any reason.
- ✦ The persons responsible for the administration of the Admissions Register are the Registrar and School.

## **3 - The Following Items are Recorded in the Admission Register:**

- Full Name
- Gender

- Name and address of all parents/guardians and/or carer with an indication of the parent/guardian and/or carer with whom the pupil normally resides
- At least one telephone number at which the parent/guardian can be contacted in an emergency
- An email address for an emergency contact where provided
- Date of Birth
- Date of Admission / Re-admission
- Name and address of previous school
- Unique Pupil Number (UPN) (where provided by the student's previous placement)
- Student transport details where applicable.

*Copies of the Admissions Register are held at the school for a minimum of 3 years. The Admissions Register allows for the inclusion / deletion from the register and is done in line with the Education (Pupil Registration) (England) Regulations 2006*

<b>Related Policies:</b>
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Behaviour Policy, Attendance, Complaints
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<b>Policy owned by: SD</b>
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<b>Name:</b> Head of school
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<b>Signature:</b>
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<b>Revision Control:</b>
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Revision Number	Page Number/s	Revision explanation	Date of change
1		Created	May 2016
2		Reviewed	June 2018
3		Updated Storage of Admission Register Reference to Behaviour Policy	March 2020
4		Updated informing GDPR to parent/carers	January 2021
5		Read review, slight amendment removal of School Pod	June 2021

<b>Approved Sign off:</b>
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Sign needed by:	Name	Signed	Date
Proprietor	Gemma Thompson		June 2021

**Review Date:** June 2022