Outcomes First Group

Admissions Policy

Policy Folder: Safeguarding

Castle Garden School

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Document History

Version	Comments/amendments	Name	Date
1	First review		July 2023
2	Annual review	Sarah Hatherall-Good	June 2024
3	Annual review	Sarah Hatherall-Good	June 2025
4	Annual review	Bethany Henfrey	June 2026

Introduction

The policy supports the school statement of intent that every student should achieve their potential and develop an understanding of and respect for themselves and others. Castle Garden School's vision is to enhance the lives of all our young people by empowering them to be self-aware, communicate effectively and have strategies to support their emotional well-being and regulation. We want them to be able to access the wider world and interact beyond their safe spaces to afford them equity and equality in their future aspirations.

Rationale

Castle Garden School admits children and young people with a range of special educational needs. Many of our children and young people have conditions that have made it hard for them to be successful in a mainstream environment including ASD, ADHD, Speech Language Communication Needs and Sensory Processing Disorders along with other co-occurring needs. Students will usually have an Education and Health Care Plan that notes the nature of these difficulties. It is important that the school seeks to ensure that the admission process accurately identifies the needs of students and whether it is possible for the school to meet these safely, effectively and efficiently.

Aim

The aim of this policy is to ensure that the school admits, as far as is possible, those students whose special educational needs can be met effectively and in doing so ensure progress in all aspects of their development.

Objectives

The objectives of the policy are that;

- All concerned will have a clear understanding of the criteria used in assessing the appropriateness of a placement for individual students at the school

- All concerned will have a clear understanding of the processes of judging the appropriateness of that placement

- Parents/carers, each student and representatives of LA's, social service departments and other interested professionals have a clear understanding of the opportunities on offer at Castle Garden School

- Parents/Carers, each student and representatives of LA's, social services departments and other interested professionals understand all key aspects of school life at Castle Garden School and are prepared to play their part in ensuring the success of any placement

Admissions process

Stage 1

Referrals made to Castle Garden School will normally be made by Local Authorities (LA). A range of detailed information concerning that student should accompany these referrals. Where this is not the case, the school will seek access to such information as soon as possible including information regarding the individual's Education, Health and Social background. Senior staff will analyse all available information on the student to assess whether the student meets the admission criteria for the school.

The Principal or Senior Leadership Team will assess whether or not the school can meet the students' needs and if so, arrange for them to attend an assessment visit on the appropriate site.

Stage 2

The visits will include

- A discussion around the successes and challenges experienced by the child and/or young person to date
- A discussion with parents and carers regarding their hopes and expected outcomes from the proposed school placement
- A discussion with the child and/or young person, where appropriate, regarding their hopes and expected outcomes from the proposed school placement
- A tour of the school
- An introduction to key staff
- A discussion with senior staff concerning such issues as:
  - The school curriculum
  - The content of key school policies, including the school expectations for behaviour and the physical management of students
  - An opportunity for each visitor to ask any questions they may have

Stage 3

Following the school visit and discussions between Parents/Carers and the school, if required, a further assessment visit will be arranged. Potential students will be invited to the appropriate site for a more in-depth assessment either in an appropriate class or 1:1 with therapists, or the appropriate member of staff will visit current or previous setting. Assessments range from 45 minutes to 3 hours according to potential student's needs and current school status. Parents/Carers will receive verbal feedback from the assessment.

Stage 4

If, following these visits, all concerned agree that the student's needs can be met at Castle Garden School and that the child/young person can be adequately supported with the planned resources available and that the student and parents/carers are committed to the placement, the school will write to the LA offering a place and arrangements will be made for admission.

Once the student starts on site, they will have 6-week assessment period after which the school will decide if the admission can move to permanent placement.

Admission Criteria

- The student will aged between 5 and 18 years of age (KS1 to Post-16)
- The student will usually have an Education and Health Care Plan (EHCP)

- The EHCP will usually highlight that the student has Autism Spectrum Disorder (ASD) and/or Attention Deficit Hyperactivity Disorder (ADHD) resulting in difficulties in communicating, socialising and regulating emotions.
- The student may have learning difficulties and/or low attainment that are associated with the needs highlighted on their statement or EHCP
- The student may have one or more specific learning difficulties
- The student (where possible) will express a commitment to the placement
- The student's parents/carers will express a commitment to the placement
- For all "Looked After Children", there must be permanently named carers and a permanent home base for the student, available at any time throughout the year

The Local Authority will:

- Provide the School with all current advice and information concerning the student
- Nominate Castle Garden School in Section I of the EHCP
- Agree contractual arrangements for transporting the student to and from Castle Garden School
- Make any arrangements for transporting the student to and from Castle Garden School



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