



MANOR HOUSE SCHOOL

ADMISSIONS POLICY

Review Frequency	Annually
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Owner	Executive Headteacher

Document History

Version	Comments/amendments	Name	Date
1.0	Version 1	Lyndsey Jeffries	September 2021

Introduction

The admissions policy supports the school statement of intent that every pupil/student should achieve their potential and develop an understanding of and respect for themselves and others. Manor House School's vision is to provide the best education for every child.

Rationale

Manor House School admits pupils/students who have a range of social, emotional and mental health needs and also pupils/students who have been diagnosed with autism or demonstrate behaviours associated with autism. These pupils/students will have an EHC Plan which notes the nature of these difficulties. Such difficulties are often the cause or the result of other special educational needs. They may arrive out of difficult life experiences or be the result of some medical condition. Some of the pupils/students have a long history of disturbed, difficult or delinquent behaviour of a serious kind that may include violence towards peers and/or adults. Therefore, the school acknowledges that our pupils/students may, from time to time, exhibit challenging behaviours that vary both in intensity and duration.

The range and nature of both the difficulties and needs our pupils'/students' exhibit, have and continue to become more complex as does the assessment of these. Thus, it is important that the school seeks to ensure that the admission process accurately identifies the needs of pupils/students and whether it is possible for the school to meet these both effectively and efficiently.

Aim

The aim of this policy is to ensure that the school admits, as far as is possible, those pupils/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 pupil/students at Manor House School
- All concerned will have a clear understanding of the processes of judging the appropriateness of that placement
- Parents/carers, each pupil/student and representatives of LA's, social service departments and other interested professionals have a clear understanding of the opportunities on offer at Manor House School
- Parents/Carers, each pupil/student and representatives of LA's, social services departments and other interested professionals understand all key aspects of school life at Manor House School and are prepared to play their part in ensuring the success of any placement.

Admissions process

Stage 1

Referrals made to Manor House School will normally be made by Local Authorities (LA) and/or Parent/Carers. A range of detailed information concerning that pupil/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 pupil/student to assess whether the pupil/student meets the admission criteria for the school.

The Head of School/admissions coordinator will assess whether or not the school can meet the pupil/students' needs and if so, arrange for a school visit.

Stage 2

The visits will include

- A discussion around the successes and challenges experienced by the child to date
- A discussion with parents/carers regarding their hopes and expected outcomes from the proposed school placement
- A discussion with the young person 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 good behaviour and discipline and the physical management of pupils/students
 - An opportunity for each visitor to ask any questions they may have.

Visitors will also receive (if they have not already) a copy of the school prospectus and/or other relevant information.

Stage 3

If, following these visits, all concerned are agreed that the pupil/student's needs can be met at Manor House School and that the young person can be adequately managed with the planned resources available and that the pupil/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.

Admission Criteria

Manor House School will admit pupils/students aged between 7 and 18 years of age;

- The pupil/student will have an Education, Health and Care Plan (EHCP);
- The EHCP will specify that the pupil/student has social, emotional and mental health needs (SEMH) as a Primary need. Alongside this the young person may also have a diagnosis of autism or demonstrate behaviours associated with autism (ASC);
- The pupil/student will normally have been assessed as within the average ability range of educational functioning. (In some cases, pupil/student's levels of ability as measured using psychometric tests may prove difficult. In these cases, the school will base its judgements on its ability to meet needs);
- The pupil/student may have learning difficulties and/or low attainment that are associated with their SEMH/ASC needs;
- The pupil/student may have one or more specific learning difficulties;

- The pupil/student will express a commitment to the placement;
- The pupil/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 pupil/student, available at any time throughout the year. The school cannot be the main residence for any child.

The Local Authority will:

- Provide the school with all current advice and information concerning the pupil/student
- Name the School in the EHC Plan
- Agree contractual arrangements for transporting the pupil/student to and from Manor House School
- Make any arrangements for transporting the pupil/student to and from Manor House School.