



ADMISSIONS

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Change Control and Authorisation

Approval of Document to Release					
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Reviewer 1:		Signed:		Date:	
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Approved by:		Signed:		Date:	

Version History

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1		GJ	Review		

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Newlands Hey School is registered with the Department of Education to support the educational learning needs of 8 – 19 year olds who are experiencing severe and complex learning difficulties and behaviours that others may find challenging or inappropriate in community settings. Most of our pupils will have a diagnosis of Autism and complex learning issues.

The Admission criteria must be met before a pupil can be formally accepted for a place at the school. The following must apply

- The pupil has a Statement of Special Educational Needs OR ECHP
- The pupil is aged 8 – 19 years
- The pupil has severe and/or complex learning difficulties with associated behaviours that others might find challenging (this may usually include Autism)
- Funding must be agreed by the relevant authorities before a placement may commence

Pupils are usually referred through their Local Authority, Social Care teams or Health Authority. Although it is not uncommon for parents, carers or interested parties to make the first contact for information regarding a place at the school.

Interested parties are encouraged to arrange a visit to the school and meet with the Headteacher and other senior staff to discuss their particular child's needs. The visit will include the opportunity to look around the school and assess the suitability for their child. If all agree that Newlands Hey School would be the correct placement for the child an arrangement will be made for a suitable time for senior staff to conduct an observation and assessment.

If the child requires a residential placement then senior residential team members will also conduct an observation and assessment of the prospective pupil.

The Headteacher will request all relevant information relating to the child. This will include an up-to-date ECHP and any reports from Educational Psychologists. Any information from the child's previous school, behaviour support team or previous risk assessments and documentation could also be useful if available.

The resulting report and supporting documentation is then considered and if all agree that attendance at Newlands Hey School will meet the pupil's individual needs, the offer of a placement is made in writing to the refereeing authority. A copy of a draft contract will also be sent to the child's Local Authority.

Local Authority staff are always welcome to visit the school prior to any referral being made, during the referral process or at any time during the child's placement.

The Pupil Centred Planning process will commence with a meeting, which will be called by the Headteacher, to which all people involved in the pupil's life are invited. Additional information will be gathered at this forum to include details of the child's routines, likes, dislikes and links with their family. At this time an initial Risk Assessment will commence and views about the placement exchanged.

It may be appropriate that designated support staff members will begin to establish links with the pupil in their current educational and residential placement to support the transition process to Newlands Hey School. Where it is deemed appropriate the child may visit the school and his new residential home to become familiar with the new environments.

A transition review meeting will be held within the first half term of a pupil being placed at Newlands Hey School.