

**Outcomes  
First  
Group.**

# **Admissions Policy**



## Introduction

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

## Rationale

Medway Green School admits pupils with a range of special educational needs. Many will have social and emotional difficulties and associated mental health issues. Many of our children have conditions that have made it hard for them to be successful in a mainstream environment including ADHD, autism and attachment difficulties. Pupil 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 pupils 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 pupils 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 pupils at Medway Green School
- All concerned will have a clear understanding of the processes of judging the appropriateness of that placement
- Parents/carers, each pupil and representatives of LA's, social service departments and other interested professionals have a clear understanding of the opportunities on offer at Medway Green School
- Parents/Carers, each pupil and representatives of LA's, social services departments and other interested professionals understand all key aspects of school life at Medway Green School and are prepared to play their part in ensuring the success of any placement

## Admissions process

### Stage 1

Referrals made to Medway Green School will normally be made by Local Authorities (LA) to our Referrals Manager and Admissions Coordinator. A range of detailed information concerning that pupil 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 to assess whether the pupil meets the admission criteria for the school.

The Headteacher/admissions coordinator will assess whether or not the school can meet the pupils needs and if so, arrange a school visit for the pupil and parents/carers and also an onsite assessment of the pupil.

## Stage 2

The visits will include

- A discussion around the successes and challenges experienced by the child to date
- A discussion with parents and 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
- An opportunity for each visitor to ask any questions they may have
- A classroom based assessment where the pupil is observed in a classroom setting

## Stage 3

If, following these visits, all concerned are agreed that the pupil's needs can be met at Medway Green School and that the young person can be adequately managed with the planned resources available and that the pupil and parents/carers are committed to the placement, the Referral Manager and/or team will write to the LA offering a place and arrangements will be made for admission.

Once admission is agreed the school will contact parents/carers to finalise a start date and arrange a transition programme. This programme will be a phased part time process over the first 3 weeks before attending full time. This Transition programme must be completed by all pupils when starting at Medway Green School.

## Admission Criteria

- The pupil will be aged between 5 and 16 years of age (KS1 – KS4)
- The pupil will always have an Education and Health Care Plan (EHCP)
- The EHCP will usually highlight that the pupil has social, emotional and mental health issues (SEMH) and/or Autism Spectrum Disorder (ASD) resulting in difficulties in communicating & socialising and regulating emotions.
- The pupil will normally have been assessed as within the average ability range of educational functioning. (In some cases, pupil'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 may have learning difficulties and/or low attainment that are associated with the needs highlighted on their statement or EHCP
- The pupil may have one or more specific learning difficulties
- The pupil will express a commitment to the placement
- The pupil'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, available at any time throughout the year.

## The Local Authority will:

- Provide the school with all current advice and information concerning the pupil
- Nominate Medway Green School in Section IV of any statement or Section 1 of an EHCP
- Agree contractual arrangements for transporting the pupil to and from Medway Green School
- Make any arrangements for transporting the pupil to and from Medway Green School.

We are part of the Outcomes First Group Family, by working together we will build incredible futures by empowering vulnerable children, young people and adults in the UK to be happy and make their way in the world.

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**Acorn Education And Care  
Options Autism**