

## PS01 ADMISSIONS POLICY

Policy Number	PS01
Policy Name	Admissions Policy
Issue Date	September 2023
Review Date	September 2024
Owner	Headteacher
Reviewing Body	Approved by Executive Team, ratification by SGB October 2023

### The Objectives of this policy:

- To ensure that places are allocated to those children and young people who are in need of our provision.
- To outline how the school will implement the admission of a new child or young person.

### Admission Number

Planned admissions number is currently set at 125 for the academic year 2023-2024.

### Essential Criteria for Admissions

Prospective students who have an Education Health Care Plan (EHCP) and have a confirmed diagnosis of Autistic Spectrum Condition (ASC), may be referred to Portfield School by Local Authorities (LA)

### Stages of admission

The Stages of admission of students to Portfield School are usually as follows;

1. LA Funded- usually the parents will consult with their SEN Case Worker and ask them to consult with Portfield School for a possible placement. The LA will provide the relevant documentation on the students education history, this includes their current and most up to date EHCP and any other relevant paperwork, for example; Educational Psychologist reports, Therapy Reports (Speech and Language, Occupational Therapy, Behaviour)
2. On receipt of an inquiry the School Administrator will check the paperwork for a confirmed diagnosis of ASD. They will then create a referral meeting and invite; Portfield Schools Senior Leadership Team (SLT) and the Head of Therapy (HoT).
3. At the referrals meeting members of the SLT and the HoT will check the paperwork and a decision will be made whether it is appropriate to further the admissions process. This decision is based upon a number factors including; age, SEN needs, compatibility with peer group, space within the student's age group and whether Portfield School can effectively meet the provision outlined in Section F of the EHCP
4. If the referrals team feel that Portfield School could meet this student's needs, an assessment meeting will then be arranged with the parents and student. During this meeting the student and their parents will be invited to visit the school. These assessments meetings are usually an hour long. During the Assessment Meeting the student will be supported by members of the SLT and Therapy Team to access different areas around the school. The parents will meet with either the Headteacher or Deputy Headteacher to fill in a form that provides further information about the student.

5. After the Assessment Meeting the Team that supported the student and parents will meet to make a decision as to whether Portfield School can effectively meet the needs of the student concerned.
6. The School Administrator will then send either:
  - 6.1 An offer letter to the LA detailing the outcome of the Assessment Meeting and proposed funding to meet the students' needs. The LA will share the offer of a placement with parents.
  - 6.2 A decline letter to the LA detailing why Portfield School cannot meet the needs of the student concerned
7. In the event of a place being offered, the LA will be requested to confirm in writing, by the date stated in the offer letter, their acceptance under the Term and Conditions of Admission at the stated fee level. Fees are quoted on an individual basis but usually fall within three areas- Standard, Standard+ or Enhanced. In some cases Enhanced+ fees may be necessary in order for Portfield School to meet the student's needs.
8. Where an offer of a place is not accepted by the LA by the date stated in the offer letter, Portfield School may need to decline the place so that it can be reallocated.
9. Upon receipt of confirmation, and no later than two weeks prior to the admission start date, The School Administrator will send the parents and carers and information pack. This will include permissions forms and information about the class and class teacher. A transition plan will be established- this will include further visits to Portfield School and where necessary visits to the student's current educational setting. A handover between the current Educational Provider and Portfield School is seen as best practice where possible.
10. At the same time, it is customary that the LA will issue a funding contract for the place to the school. The Finance Team will review and return the contract

**Monitoring, Review & Evaluation:**

This policy will be reviewed annually.

**This policy should be read in conjunction with:**

[PS05 Behaviour Policy](#)