

ADMISSION POLICY

Students at My Choice School are referred by the Local Authority via the West Sussex DPS and referral will come direct to the Head of Education who will liaise with West Sussex Education Authority.

The consultation process will take place with social workers, parent / carers prior to confirmation of placement. The placement will also be discussed between the Head of Education and the Headteacher.

My Choice School has experience of working with students who:

- Have SEMH needs that prevent them from accessing larger learning environments and larger class sizes safely and with meaning
- Have social and communication needs which prevent them from learning in other environments
- Would benefit from a period of personalised teaching in small groups in order to assess and raise levels (especially in English and Maths) and to re-engage with the learning process and a school routine.

The SEN and curriculum policy will be applied to all new students to identify their progression path, with progression to an FE college either Yr10, Yr11 or post Yr11.

Documentation for students required as part of the admission process

- **School admission form:** This will be completed by care managers / parents / social workers/ keyworkers for young people. This form provides details of contacts, medical information and relevant professionals involved with the young person.
- **Consent forms**
- **EHCP**
- Most recent **PEP targets** (where a PEP has been completed in the academic year)
- Previous **school report**
- **Social worker / educational psychologist / CAMHS / placement reports** including risk assessment advice
- Recent passport size **photo**
- **Uniform** available at the school - navy hooded sweatshirts and polo shirts
- **Medication Forms** if applicable

The Head of Education will request and collate all information required for the Education Plan and Risk Assessments. The Head of Education will issue School Admission and Consent via email or post to parent / carers. The Head of Education will write the Education Plan for the new student

and write their risk assessments, this will include the impact risk assessment.

The Headteacher will contact the parent /carer to introduce themselves and to discuss the student's needs.

The Headteacher will contact the parent / carer to arrange 2 visits to the school, prior to admission.

- The first visit from the student prior to admission, out of school hours, to meet the staff and view the school.
- The second visit to meet their class, this can be for a morning or afternoon session.

The admission date will follow these visits and The Headteacher will ensure the School Admissions and Consent forms are in place for the start date.

The Headteacher will identify the following:

An initial Individual Education Plan for the student, including assessment schedule using BKSB and linking to previous assessment information, initial targets and support measures. This will be devised in conjunction with the student's teacher at My Choice School.

A schedule for finalisation of an Individual Education Plan for the student with more detailed use of assessment and diagnostics to support target setting, usually within 2 weeks of placement commencing with a review date.

An agreed plan for the student with their education caseworker from the Virtual School, social worker or parent / carer. Where My Choice School is identified as a transition school for the student an education TAC will be formed to identify moving on schools and a programme of support for the student in order to ensure they are equipped and supported for the transition. My Choice School may be identified as a transition school where the needs on the EHCP may not be fully met by My Choice School or where the student will need to access a larger school community after an agreed period of time of the small group environment at My Choice School.

My Choice School will support transitions to alternative school environments by providing up to date assessment and reports on the student, by providing strategies to manage behaviour and learning and the Head of Education will ensure that communication and support links are provided between the home and the proposed school. The Head of Education will take the place of the Headteacher of My Choice School in

acting as the link professional between the school and home. Where appropriate the Head of Education will work with the care manager of the home to ensure that RSW support is provided in the proposed alternative school, working within the school guidelines and for a period of time to ensure additional support for the student is available.

The Headteacher will ensure that PEP meeting is scheduled as soon as possible after placement commences for the student at My Choice to ensure that the social worker and Virtual School caseworker are involved in the student's education and aware of plans.

My Choice also has children's homes and some of our students might be placed in these homes prior to their admission to My Choice School and will be referred to My Choice School as part of their care package.

The policy for admissions to My Choice School for students placed in a My Choice home, who are referred to My Choice School as part of their care placement package, will follow the initial processes of My Choice Children's Homes Referral and Placement Policy and the referral point is through the Director, Dawn Ives. Young people are placed at My Choice Children's Homes as either a planned care placement or an emergency care placement. When confirmation of the placement is provided, the Head of Education will contact the Social Worker at the young person's placing authority in order to obtain contact details of relevant caseworker at the Virtual School, the SEN team and previous schools. The Head of Education will ensure that the education caseworker with responsibility for managing school placements (usually at the Virtual School) is aware of the Ofsted status of My Choice School, policies and procedures and our curriculum. Discussion will be had between the Head of Education, the Headteacher and placing authority regarding the young person's learning needs, including those identified on the EHCP.

It is not unusual for the referral process for young people placed in our children's homes to move at a fast pace or out of school term time where it is not possible for discussion to be held regarding the appropriateness of the school placement; there are in the majority of cases times when the care placement is a priority in the process. When this occurs the Head of Education contacts the relevant educational professionals as soon as possible to identify a plan. Students are frequently placed at My Choice School part way through a term and part way through an academic year.

Policy link:

My Choice Children's Homes Referral and Placement / Moving In policy
SEN policy
Curriculum policy
Medication policy

Reviewed May 2021

Reviewed May 2022

Annual review due June 2023