

## ADMISSION POLICY

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

The consultation process will take place with social workers, parents / 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 SEMH needs which prevent them from learning in other environments
- Would benefit from teaching in small groups 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 carers / parents / social workers 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 write the Education Plan for the new student and write their risk assessments, this will include the impact risk assessment.

The Head of Education 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 contact the parent /carer to discuss the student's needs, including writing the Form A: individual healthcare plan if required.

The Head of Education or Headteacher will issue School Admission and Consent via email, post (or by hand during a visit) to parent / carers.

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 written with the student's teacher at My Choice School.
- A schedule for finalisation of the 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.
- A plan for PEP dates (if applicable) and EHCP AR dates for the student.
- A transition timetable if necessary.

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 (Virtual School or SENAT) 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:**

SEN policy

Curriculum policy

Medication policy

**Reviewed May 2024**

**Reviewed April 2025**

**Annual review due June 2026**