

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.

It may be possible for students to be placed at My Choice School part way through a term and part way through an academic year, if there are places available. Consideration is always given to class sizes when requests for admission are made.

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 white polo shirts or white t shirts
- **Medication and Healthcare 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 Forms 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.

Policy link:

SEN policy

Curriculum policy
Medication policy

Reviewed May 2026

Annual review due June 2027