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1.0 INTRODUCTION

Hillcrest Shifnal School is an independent day special school for aged 5 to 19 years, who have Social, Emotional or Behavioural Needs. The School will admit children with an EHCP or Statement of Special Educational Needs (SEN) in whose statement or EHCP the school is named, and where there is a place. Places are also available for students without an EHCP or Statement where it is deemed that the school is able to meet needs.

Referrals are usually made by Local Authorities or Social Services and can be made at any point during the academic year through direct contact with the School.

This policy has been updated to reflect the changes legislation 'Special educational needs and disability code of practice: 0 to 25 years Statutory guidance for organisations who work with and support children and students with special educational needs and disabilities, with particular reference to changes towards Education Health and Care Plans (EHCP)

2.0 ADMISSIONS CRITERIA

The admission arrangements are determined by Outcomes First Group in conjunction with the Head Teacher of Hillcrest Shifnal School.

The published admission number (PAN) for Hillcrest Shifnal School is 60)

Following referral, all information about a prospective student will be considered before deciding if their needs can be met by our School.

3.0 ADMISSIONS PROCESS

All referrals can be made directly to the school

As much information as possible will be sought at the point of referral to inform assessment as to whether the referral is appropriate and as to whether the school is able to meet the needs of the student. Information sought should include:

- student's name;
- age and date of birth;
- ethnic background, cultural needs, religious needs/persuasion;
- health needs & history;
- educational history, needs, current provision, support received & required including whether there is a statement of special educational needs proposed educational plan;



- risk issues, level of supervision required, establish if any history of self-harm/suicide, history of volatile and aggressive behaviour, child protection issues, risks presented by third parties;
- expectations and requirements sought by the placing authority to meet the student's needs;
- the name, address and telephone number of the student's case accountable social worker (if applicable);
- the student's legal status;
- the student's and their family's social history;
- any special issues e.g., restriction of contact, child protection and
- criminal history (if any) and whether any existing criminal proceeding are outstanding.

The information provided will assist the Head teacher in their assessment as to whether a school placement is viable and appropriate. The Head will consider whether the school has sufficient staffing in terms of number and experience to manage such admission both in terms of the individual student's needs and respect of the potential impact that the admission may have on existing group dynamics.

4.0 THE ADMISSIONS REGISTER

The student's details need to be entered into the School admissions register and accompanying information filed. An initial case-conference will be called to discuss starting dates, then the student will be shown around the school and introduced to the staff and other students. An individual timetable will be discussed, taking into account of the student's age, aptitude and ability. Initial assessments will be carried out within the first four weeks from admission and a copy of the results will be discussed at an initial review meeting with the placing authority and parents/carers and team involved in the education and residential settings. This gives particular information about students who are currently registered as attending our school. The register will comprise information that is compliant with regulations set out in the education (student registration) (England) regulations 2006, the admission register will contain:

- Name (inc middle names) Surname First
- Date of Birth
- Year Group
- Gender
- Ethnicity
- Name and Address of all with PR
- Parent/Carer with whom learner resides
- Emergency Contact Numbers (Social Worker)
- SEN Y/N
- LAC Y/N
- EAL Y/N Day/Res
- Student Premium
- LA - Funded
- LA - Referred
- Date of Admission
- Previous School Leaving Date
- An indication of care order or day attendance (external placements)

The register will be printed on an annual basis and retained for a period of 3 years.

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APPENDIX 1-REFERENCED AND LEGAL CONTEXT

Education (Student Registration) (England) Regulations 2006

School attendance Guidance for maintained schools, academies, independent schools and local authorities
November 2016

Children and Families Act 2014

Independent School Standards 2014 (Amendment) Regulations

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