**Wribbenhall School**

**Admissions Policy**



Written: Spring Term 2020

Date of Next review: Spring Term 2021

**To be read in conjunction with:**

Child Protection Policy

Safeguarding Policy

Wribbenhall School Prospectus

Whistle Blowing Policy

**Approved by:**

**Proprietor:** Ellis Wells

28th March 2020

# ABOUT WRIBBENHALL SCHOOL

Wribbenhall School is an Independent Specialist, co-educational, alternative provision, primary school. Our provision is for children with anxiety or Social Emotional Mental Health issues that have prevented them from flourishing in or attending mainstream school. Some of the children may be school phobic, fearful, at risk of self-harm or have attempted suicide. There are four pupil spaces in the school. This means we can offer a child centred curriculum and emotional resilience for all pupils.

# ADMISSIONS

This policy is in line with government legislation and is designed to ensure there is a fair admissions procedure for all applicants, and to help guide parents and their children through the application process.

The school works hard to maintain the exceedingly delicate balance of the pupil community and therefore cannot cater for pupils who have acute special educational needs where the level or nature of the needs is beyond that of our staff and or our resources.

Admission and entry will be subject to the availability of a place and the pupil satisfying the admissions requirements.

The school operates an Equal Opportunities Policy and adheres to the Disability Discrimination Act.

**Admissions Procedure**

**1 – Initial Enquiries**

Initial enquiries should be made via the web site, email or telephone. The Head Teacher/Proprietor Mr Ellis Wells will be your primary contact. There is no formal entrance examination.

**2 – Parent/Carer Meeting**

Parent(s)/Carer(s) are invited for an introductory meeting with the Headteacher. If the school can consider the enquiry further information will be gathered from various agencies.

**3 – Pupil Visit**

If the school thinks it is possible to have the pupil, then the pupil will be invited to view the school and meet the Headteacher. Both of these meetings can be conducted at the same time, at the discretion of the Head Teacher/Proprietor.

**4 - Information Gathering**

All written data (school and specialist reports - educational psychologist, occupational therapist, outside agencies, etc.) will be gathered. The EHCP or draft EHCP will be reviewed to confirm that Wribbenhall school has the appropriate skills and resources to meet the needs of the applicant child. Wribbenhall School will reflect on the current composition and needs of the community prior to accepting new pupils.

**5 – Assessment Period**

If, after as much information as possible has been gathered,the school feels that they should be able to meet the child’s needs, then a place will be offered, subject to successful termly reviews. If at any time, concerns are raised, an emergency review will be called to discuss whether the school can meet the individual pupil’s needs. Emergency review meetings will require the attendance of the class teacher; ancillary staff; Head Teacher; parent; outside agencies involved in the care of the child and the child or their designated representative.

**6 – Over Subscription**

If, the school is oversubscribed then the applicant child will be placed on a waiting list. When a place becomes available admittance will be offered in strict order of receipt of application. The school operates an Equal Opportunities Policy and adheres to the Disability Discrimination Act.

**All places at the school are always subject to the school being able to continue to meet the individual pupil’s needs.**

**Changes to Admission Arrangements**

The admission arrangements for the school will change in accordance to national legislation and policy review. Parents will be informed of any changes being made.

Parents must notify the school immediately if there are any changes that may affect their child’s application. Where the child has multiple addresses, the address given to the school should be the one where the child spends the majority of the school week. If it is an equal split, the parents can decide which address to give.