



Admissions Policy

Staff Responsible: Head of School

Approved by: Directors

Date: 03/09/2018

Last reviewed on: November 2019

Next review due by: November 2021

Ripplevale School Admissions Policy

'Ripplevale School provides a caring learning environment where our students make meaningful progress, relative to their individual starting points. Our aim is to encourage them to develop appropriate personal, social and employable skills enabling them to become confident, independent and aspiring young people.'

Ripplevale School is an independent day Special School. The school aims to meet the needs of students who are on the autistic spectrum with associated syndromes who may have additional learning difficulties. Students are referred by their Local Educational Authority who will be responsible for the funding of any agreed placement.

Admissions criteria

- The age of the child on date of admission must be between 6 and 18 years of age.
- The academic and social needs of the child must be able to be met by the school.
- The child or young person must be capable of working in a class of up to a maximum of eight students.
- The cultural, physical, spiritual and emotional needs of the child or young person must be able to be met by the staff group at Ripplevale School.
- All children and young people admitted must have clearly stated that they will aim to try to conform to the standards of behaviour set out in the School's Code of Conduct.
- Parents and/or carers will be asked to agree to a working partnership that will be open and honest throughout their child's stay at Ripplevale School and sign a home school agreement.
- **Ripplevale School will accept young people who have an EHCP and are on the autistic spectrum. They may have experienced a disruptive and disturbed educational life and may have very low self-esteem, social and emotional and sensory needs, including anxiety, coupled with difficulties relating to communication with adults and peers.**
- Ripplevale School is willing to work in partnership with local Child and Adolescent Mental Health Services (when appropriate), and any other relevant professionals.
- Initial enquiry may be by phone, letter or e-mail.
- All students referred should have an EHCP or be in the process of obtaining this.
- Prior to the formal interview being arranged Ripplevale School will require the EHCP from the Placements officer.

Student Friendly Interview

A student friendly interview will be held at Ripplevale School by appointment for parents/carers and their son. The family will have the opportunity to walk around the school and see parts of the school day to get a feel of Ripplevale life.

There is an expectation that a decision to attend Ripplevale School should not be arrived at without due consideration. The family will be given the opportunity to discuss the placement. Within an acceptable period of time from this point the family will be informed whether a 'taster day' will be offered during which time the child or young person will be informally assessed in terms of whether the provision can meet the needs as outlined in the EHCP. This may include time with our speech and language therapist, occupational health therapist, potential class group and SENCo. After this process the LEA will be informed of the final decision by the Senior Leadership Team and the family informed thereafter.

Upon the child or young person's admission, every effort will be made for the parents/carers and child to meet with their son's key members of staff.

Six week assessment period

During the initial six weeks staff gather evidence relating to academic levels, social and emotional needs within our setting. During this time parents/carers receive phone calls to let them know how the student is settling in.

At the end of the six week assessment the SENCo will liaise with the teaching staff team in the collation of findings.

A comprehensive report will be sent to the relevant LEA and parents / carers.

The report will provide information relating to the way that the school will interpret the Provision Plan and Outcomes initially, possibly with new short term targets and any relevant interventions that will support the student holistically.

If necessary, parents / carers will be invited to attend a meeting at school to discuss the report and any in school alterations to the Provision plans.

It is then hoped the parents/carers will participate in the day-to-day progress and needs of the student including the annual EHCP review and regular parents' evenings and will become as involved in their child's educational progress as is possible. They will be supported in this by the schools SENCos and Family Liaison Officer (FLO).

UPDATE SCHEDULE

Version	Reviewed	Reason for update
1	Sept 2017	Statutory Review
<u>2</u>	Nov 2019	Statutory Review