

# Admissions Policy



COOMBE HOUSE  
SCHOOL

<b>Policy owner:</b>	Headteacher	<b>Adoption Date:</b> January 2023
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## **1. Admission Policy**

- 1.1. Coombe House School is registered with the Department of Education to educate children and young people from the age of 5 to 19 years of age.
- 1.2. Coombe House School is an independent special school that offers day placements. The school is not registered to and does not offer residential and/or boarding placements.
- 1.3. The school is not registered as a Section 41 school.
- 1.4. No child is refused entry on the grounds of race, ethnicity, gender, religion or sexual orientation.

## **2. Pupil Profile**

- 2.1. The school is for pupils with a range of educational needs, including Social, Emotional, and Mental Health difficulties (SEMH), Autistic Spectrum Conditions (ASC), including Asperger's Syndrome, ADHD, attachment disorders and associated behaviours that challenge.
- 2.2. Our pupils have an Education, Health and Care Plan (EHCP) and require additional support to that which is provided in a mainstream setting.
- 2.3. Typically, our school places are commissioned by the local authority that has responsibility for the particular pupil.

## **3. Enquiries /Referrals / Consultations**

- 3.1. Children and Young People may be referred to Coombe House School at any time during the academic year by a local authority or directly by their parents/carers.
- 3.2. Local authorities
  - 3.2.1. The school will typically offer serious consideration regarding the suitability of a prospective pupil when it has received a formal enquiry/consultation from a local authority who is considering commissioning a place at the school.
  - 3.2.2. When an enquiry/consultation is made by a local authority, the school will consider whether the needs of the prospective pupil could be met in line with the guidance within the SEND Code of Practice.
  - 3.2.3. Notably, the school will seek to offer a place unless:
    - 3.2.3.1. it would be unsuitable for the age, ability, aptitude or SEND of the child or young person, or
    - 3.2.3.2. the attendance of the child or young person there would be incompatible with the efficient education of others or
    - 3.2.3.3. it would be an inefficient use of resources.

### **3.3. Parent/Carer enquiries**

- 3.3.1. Where parents/carers seek to make their own enquiries with the school independently of the local authority, information will be shared, and initial communications will be given but it will be made clear that our typical process for admissions is via formal enquiries/consultations from the relevant commissioning local authority.
- 3.3.2. In these circumstances, parents and carers will be guided as to how they can indicate their preference for Coombe House School to be considered by the local authority as a potential placement for their child.
- 3.3.3. Coombe House School does not typically accept privately funded placements where parents/carers pay the school fees themselves but shall consider any applications on a case-by-case basis.

## **4. Assessment Process**

- 4.1. Upon receipt of a consultation/enquiry from a local authority, the school will review the information that has been supplied.
- 4.2. The EHCP is considered in detail and assessments are made regarding the suitability of the school to meet the needs and outcomes set out within. Other additional information that is supplied will also be reviewed as part of the assessment process.
- 4.3. The school reserves the right to clarify elements from the EHCP with parents/carers, previous educational settings, other professionals or the local authority. In doing so, the school is mindful of its data protection responsibilities.
- 4.4. The school reserves the right to undertake its own assessment if it feels additional information is required in order to make a judgement about its ability to meet the needs of an individual prospective pupil. This might involve meeting the pupil either at their home, in their current educational setting, another suitable setting. At this time, if it is appropriate (see 4.5), they may invite the prospective pupil to the school site for a tour and face to face assessment. The school will always be mindful of the individual context when considering this element of the assessment process.
- 4.5. The school is mindful about inviting pupils to visit the school until there is a high likelihood that a place will be confirmed so to reduce the risk of causing disappointment or feelings of rejection.
- 4.6. Once the assessment is complete, the school will respond to the local authority who made the consultation detailing their findings and indicating whether they can meet need.
- 4.7. Following this reply to the local authority, the decision about whether to place a pupil at Coombe House School is made by the local authority. Following any successful consultation, assessment and offer of placement the Local Authority will confirm their commitment to commission a place at Coombe House School should they wish to accept the placement offered.

## **5. Admissions**

- 5.1. Once a placement has been agreed, the school will make arrangements with the parents/carers to confirm a suitable start date and transition plan.

- 5.2. Some pupils will require reasonable adjustments to be made to ensure that their start at the school is positive.
- 5.3. For some pupils, the transition plan will feature a gradual transition towards full-time attendance. This will always be ambitious and based on individual needs.
- 5.4. The school will engage with parents/carers regarding the information they require prior to entry onto the school's admissions register and a start date, which will include sharing of emergency contact details, relevant permissions (e.g., to offer First Aid or attend off-site learning opportunities), details about any health concerns (e.g., allergies, asthma) etc.

## **6. The Admissions Register**

- 6.1. The admissions register contains the relevant records for every pupil in the school.
- 6.2. Each record shall include: pupil's name in full; pupil's gender; name and address of every known parent; date of birth; date of admission/readmission; Name and address of last school; details of parent the pupil resides with in line with the regulatory requirements.
- 6.3. Schools must enter pupils on the admission register (and attendance register) from the beginning of the first day on which the school has agreed, or been notified, that the pupil will attend the school.
- 6.4. Typically, the local authority commissions placements at the School and is therefore notified of enrolments by means of the contract we hold with them. However, if this is ever not the case, the school shall notify the local authority within five days of adding a pupil's name to the admission register and shall provide the local authority with all the information held within the admission register about the pupil.
- 6.5. Where the parent of a pupil notifies the school that the pupil will live at another address, the school shall record in the admission register: (a) the full name of the parent with whom the pupil will live, (b) the new address, and (c) the date from when it is expected the pupil will live at this address.
- 6.6. Where a parent notifies the school that the pupil is registered at another school or will be attending a different school, the school shall record in the admission register: (a) the name of the other school, and (b) the date of when the pupil first attended, or is due to start attending, that school.
- 6.7. A pupil can lawfully be removed from the admission register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended.
- 6.8. Every amendment made to the admission register and the attendance register must include: the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.
- 6.9. Every entry in the admission register and attendance register must be preserved for a period of three years after the date on which the entry was made.
- 6.10. The school has regard to the statutory guidance 'Keeping Children Safe in Education' when making arrangements to safeguard and promote the welfare of children. Where reasonably practicable, for every pupil, schools should hold an emergency contact number for more than one person. Emergency contact numbers should be provided and updated by the parent with whom the pupil normally resides. This goes beyond the legal requirement but is good practice. Doing so provides schools with additional options for making contact with a responsible adult when a child is missing school and is also identified as a welfare and/or safeguarding concern.
- 6.11. The school uses the action of adding or removing pupils to / from the admissions register as the trigger point for its procedures to fulfil its duty to efficiently transfer all relevant safeguarding records from / to the previous / onward School.

6.12. The admissions register is monitored as part of the school's quality assurance cycle.

## 7. Monitoring and Review

7.1. This policy will be subject to continuous monitoring, refinement and audit by the Headteacher.

## 8. Version Control

Date of adoption of this policy, by or on behalf of the Proprietor	January 2023
Date of last review of this policy	October 2023
Date for next review of this policy	October 2024
Policy owner (Proprietor)	Dorset Centre of Excellence