

Admissions Policy



COOMBE HOUSE
SCHOOL

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1. Admission Policy

- 1.1. Coombe House School (the School) is registered with the Department for Education (DfE) 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, Attention-Deficit / Hyperactivity Disorder (ADHD), attachment disorders and associated behaviours
- 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. It is noted that during pre-admission assessment, this may be in draft form awaiting sign-off / completion.
- 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 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 Special Educational Needs and Disabilities (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.
 - 3.2.3.2. The attendance of the child or young person there would be incompatible with the efficient education of others.
 - 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 / 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, 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 at their home, in their current educational setting or 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 visit as part the assessment process. 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 not inviting pupils to visit the school until there is a high likelihood that a place will be confirmed so as to reduce the risk of causing disappointment or feelings of rejection.
- 4.6. As part of the assessment a review of needs will be conducted in relation to support that will include, but not limited to:
 - Use of Alternative Provisions.
 - Requirement for additional staffing.
 - Requirement of specific resources.

- 4.7. 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.
- 4.8. Any additional costs for the placement in addition to the 'core fee' will be verified by the schools Finance department and detailed within the correspondence that offers a place.
- 4.8.1. Additional costs will be submitted to the local authority through the placement offer process so that they are agreed concurrently with their agreement to confirm a placement. (See section 5)

5. Placement Offers

- 5.1. The school will provide, in writing an offer of placement that will contain the following information:
- Proposed start date of placement.
 - Details in relation to funding of placement, including additional fees (as required).
 - A timeframe in which it is expected that the local authority will agree or reject the offer of placement.
- 5.2. 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.
- 5.3. In order for any placement to be agreed the local authority will respond in writing confirming that they agree to the placement and all agreements within.
- 5.3.1. No pupil shall be admitted to the school without the above signed agreements from the local authority.
- 5.3.2. A delay in confirming the placement by the local authority may result in a delay and postponement of the proposed start date. In exceptional circumstances it may require the offer of placement to be withdrawn.
- 5.3.3.

6. Admissions

- 6.1. On agreement of placement, a pupil profile will be created on the school's management information system (MiS). This will typically be circa four weeks prior to their placement commencing, although this can be adjusted as necessary to meet the needs of the consultation if necessary.
- 6.2. This pupil profile will contain key information around the placement including, but not limited to:

- Name.
 - Date of Birth.
 - Address.
 - Proposed start date.
 - Emergency contact details.
 - Placement and funding agreement.
- 6.3. The school will issue a welcome pack to parents / carers regarding the information that is required before the pupil is able to be entered onto the school's admissions register with a confirmed start date. This 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.
- 6.4. New pupil notifications will be issued to all staff in relation to placement via the school office. This information will include:
- Proposed start date.
 - Home contact details.
 - Any bespoke elements of placement – purchase orders to support any identified areas should be raised at this point in the process.
 - Timeframe for parental communications.
- 6.5. On receipt of the new pupil notification, class tutors / teams will liaise with parents / carers to devise an appropriate transition plan.
- 6.6. Some pupils will require reasonable adjustments to be made to ensure that their start at the school meets their needs.
- 6.7. 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.
- 6.8. Following the creation of a proposed transition, a planned full time start date shall be stated to enable parent / carers and the local authority transport department to initiate their arrangement of transport for the pupil.
- 6.8.1. If bespoke transport arrangements are required that involve the school, requests must be completed with the Office Manager and the Senior Leadership Team (SLT) with appropriate purchase orders provided prior to these arrangements being made.
- 6.9. Pupils will be added to the admissions register once all aspects of the placement have been agreed in writing from the local authority, and all correspondence has been returned by parents / carers on the pupils' start date.

- 6.10. Pupils should be removed from admissions register of their previous schools the day prior to being added to the Coombe House School roll

7. On Roll

- 7.1. Once the pupil is entered onto the admissions register and is 'on roll':
- 7.1.1. Their profile will transfer from 'applicant' to 'on roll' on the schools' MiS.
 - 7.1.2. All safeguarding information from previous schools will be sought. It is noted that it is the responsibility of the previous school to share this information but if this is not promptly forthcoming, the school will actively request this.
 - 7.1.3. Coombe House School shall seek confirmation that the pupil has been removed from the roll of their previous school.
- 7.2. Pupils are on-rolled and off-rolled typically on the first and last day of the school term (school holiday inclusive), unless there are exceptional circumstances.

8. The Admissions Register

- 8.1. The admissions register contains the relevant records for every pupil in the school.
- 8.2. 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 previous school.
 - Details of parent / carer the pupil resides with in line with the regulatory requirements.
- 8.3. 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.
- 8.4. 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 admissions register and shall provide the local authority with all the information held within the admissions register about the pupil.
- 8.5. Where the parent / carer of a pupil notifies the school that the pupil will live at another address, the school shall record in the admissions register:

- The full name of the parent / carer with whom the pupil will live.
 - The new address.
 - The date from when it is expected the pupil will live at this address.
- 8.6. Where a parent / carer notifies the school that the pupil is registered at another school or will be attending a different school, the school shall record in the admissions register:
- The name of the other school.
 - The date of when the pupil first attended, or is due to start attending, that school.
- 8.7. A pupil can lawfully be removed from the admissions register on the grounds prescribed in regulation 8 of the Education (Pupil Registration) (England) Regulations 2006 as amended.
- 8.8. Every amendment made to the admissions 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.
 - The name and position of the person who made the amendment.
- 8.9. Every entry in the admissions register and attendance register must be preserved for a period of three years after the date on which the entry was made.
- 8.10. 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 / carer 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.
- 8.11. 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.
- 8.12. The admissions register is monitored as part of the School's quality assurance cycle.

9. Monitoring and Review

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

10. Version Control

Date of adoption of this policy, by or on behalf of the Proprietor	January 2023
Date of last review of this policy	January 2025
Date for next review of this policy	January 2026
Policy owner (Proprietor)	Dorset Centre of Excellence