

 **Cavendish View School**

 **Admissions**

 **Policy**

**Admissions Policy**

Cavendish View School is a specialist ASC independent school located in Walton, Liverpool and offers an engaging and individualised education provision for children aged 5-11 years. The school provides a wide range of specialist support to a range of children, including those with, Autistic Spectrum Disorder, Attention Deficit Hyperactivity Disorder, complex needs, and communication difficulties.

Our school aims to carry out its application and admission procedure as fairly and transparently as possible. We recognises that starting something or somewhere new can be quite scary and we work closely with the parents/carers and our children to ensure that their start at Cavendish View is a positive one. We do this by ensuring our referral and admission process is a friendly and supportive experience, where the opportunity to meet key staff and visit the school as many times as needed is made available. We also provide home visits, welcome packs and outreach support, to ensure that once your child starts their educational journey everyone is confident and happy it will be a success!

We accept admissions throughout the school year, and into any key stage dependent on availability of places. All admissions should be in consultation with the child host authority.

Our curriculum is child centered and personalised for each individual pupil.

**Cavendish View School**

We ensure that Cavendish View can meet the special educational needs of referred children at the point of admission.

Ensure that each individual referral is dealt with efficiently and within the required timescales and provide a transparent process for referral of prospective children. We have a structured and supportive admission and induction procedure for new children and ensure the future destination of all pupils is verified as correct, and where not for pupils of school age, inform the local authority in a timely manner.

Adhere to Cavendish View School’s referral and admissions protocols.

Ensure that all referrals are handled in a timely and professional manner. The process for referral handling is:

* The Local Authority makes a referral to the school admissions team. The referral will usually include a pupils Education, Health and Care Plan and other relevant reports
* The team will review the documents and establish if the feel the school can meet the child’s needs
* The Principal will contact the local authority and parents/carers to invite the child or young person to visit the school
* During the visit the pupil will have a tour of the school and meet the principal and other members of staff as appropriate
* Following a successful school visit an offer of a placement with a proposed start date will be sent to the Local Authority
* Upon acceptance of the placement by the Local Authority, parents/carers will be advised and a home visit will be arranged
* Transition details and start date will then be confirmed

Publish a Prospectus/Statement of Purpose that fulfils the regulatory requirements of the respective Regulatory Bodies and includes:

* name, address, and website address
* named contact person
* school roll, age range, mixed or single sex, day or boarding
* the classification of the school
* any specialism catered for (e.g. ASC/Complex Needs)
* admissions procedure description for the setting

Have the Prospectus/Statement of Purpose available for distribution and on the website without charge to parents/carers on request and for reference by parents/carers and other stakeholders.

Ensure that the special educational needs outlined in the child’s, Health and Care Plan or other records can be met within the resources of the setting, or with the provision of additional resources.

Ensure that any additional required resources can reasonably be provided.

Ensure that pre admission school and home visits are carried out effectively.

Ensure that post admission placement meetings are informed by up-to-date detailed assessment and information.

Ensure that a post admission review takes place within twelve weeks. All stakeholders should be invited to participate in this meeting.

Ensure that an individual risk assessment is conducted where possible prior to admission or upon admission and is reviewed as part of the post admission review and regularly thereafter.

Have in place a systematic approach for keeping admission records, in line with current legislation.

Ensure that all relevant documentation (contracts, permissions etc.) have been signed by the appropriate Local Authority personnel/parent/guardian **prior** to admission of the child.

Ensure in admitting a child that prior to the end of the post admission period (usually up to 12 weeks) they have identified and completed:

* Contractual arrangements between the school and the placing Authority through completed National Schools Contracts and funding agreement letter
* The identification of those special educational needs this school is equipped to cater for
* Base line information and assessment details which will be shared with all stakeholders in advance of post admission review
* Information stating what needs to be in place before a new child can be admitted
* An induction process for a new child
* A system that identifies the resources and expertise required to meet the child’s individual needs

**Admissions Register**

The school keeps an admission register which contains an index in alphabetical order of all the pupils at the school and the following information about each pupil:

* name in full
* gender
* the name and address of every person known to the school to be a parent of the pupil and, against the entry on the register of the particulars of any parent with whom the pupil normally resides, an indication of that fact and an emergency telephone number
* day, month and year of birth
* day, month and year of admission or re-admission to the school
* name and address of the school last attended, if any
* leave date when applicable
* leaving destination
* that when a leaving pupil’s destination is given as another school, the school has verified this new school as a legally registered provider
* that where the leaving pupil’s educational destination is unknown, or is not given as a legally registered school, this has been reported to the local authority in a timely manner

The admission register will be kept on the school database and updated as required.

**Additional**

We will inform the relevant local authority of any pupil who is going to be deleted from the admission register where they:

* have been taken out of school by their parents and are being educated outside the school system e.g. home education
* have ceased to attend school
* have been certified by the school medical personnel as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age
* are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period
* have been permanently excluded

The local authority will be notified when school is to delete a pupil from its register under the above circumstances. This will be done as soon as the grounds for deletion are met, but no later than deleting the pupil’s name from the register. We recognise it is essential that our schools comply with this duty, so that local authorities can, as part of their duty to identify children of compulsory school age who are missing education, follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

Further Reading:

Prospectus

Education Act

**Transition Process**

Pupils to meet relevant staff, teachers/TA.

Parents/Carers to complete relevant paperwork

 **Week 1**

Pupils will begin a transition process with view to attend 9am-12pm Monday-Friday

 **Week 2**

Pupils to attend 9am-1.30pm (accessing lunch time) Monday-Friday

 **Week 3**

Pupils to attend full days 8.45am-3.15pm

Extended settles may be needed for pupils, this will be decided on an individual basis.

During the settle period please be mindful that if your child becomes too distressed and it is in the best interest of your child, we may call you to collect your child before the session ends.

Document control:

Lyndsey Murphy 18/02/2022

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