



SPAGHETTI BRIDGE

Admissions Policy

Policy Owner	<i>Head of Operations</i>
Applies to	<i>This applies to all services.</i>
Associated Documents	<i>Relational Support Policy Equality Policy SEN Policy Curriculum Policy Child Protection & Safeguarding Policy Assessment Policy</i>
Review Frequency	<i>This policy will be subject to continuous monitoring, refinement and audit by the Headteacher. This will be reviewed annually</i>
Date of Implementation	<i>December 2022</i>
Review Date	<i>December 2023</i>
New Review Date	<i>December 2024</i>
Approved by Chief Executive Officer	<i>Dan Alipaz</i> _____ Dan Alipaz (Jan 3, 2024, 9:22am)
Approved by the Chair of the Board	<i>Stephen Bradshaw</i> _____ Stephen Bradshaw (Jan 2, 2024, 10:12am)

1. Introduction

Purpose

At our School we are registered with the Department of Education to educate children from the age of 6 to 19 years of age. We will ensure no student is refused entry on the grounds of race, ethnicity, gender, religion or sexual orientation.

2. Scope

All prospective and current students, families and carers.

3. Policy Statement

The admission process will :

- be clearly outlined to prospective parents / carers which will include making opportunities for parents / carers to visit to help them make an informed decision both informally and formally
- be handled as sensitively as possible taking into account both the needs of the student and their family
- begin to establish the partnership with parents / carers and clarify expectations
- facilitate the exchange of information and ideas between home and school through home visits and induction meetings
- enable parents / carers to become confident partners in their child's education
- be sensitive to the needs of other students in within the school and the resources available include liaison with the external agencies involved with the student as appropriate (e.g. SALT, EP, Social Care, OT) and Outreach/AP if involved.

Student Profile

Our School is an independent special school (DFE registered) for students aged 6 to 19 years of both sexes, and provides individualised and tailored programmes of studies around each students' interests, passions, and talents. We specialise in working with students with a range of learning needs, including social, emotional, and mental health difficulties (SEMH), Autistic Spectrum Condition (ASC), including Asperger's syndrome, ADHD, attachment disorders and associated challenging behaviours. All of our students have an Educational Health Care Plan (EHCP) and require additional support to that which is provided in a mainstream setting.

Young people may be referred to our school at any time during the academic year by a local authority or direct by parent/carer.

As much information as possible will be sought at the point of referral to inform assessment as to whether the referral is appropriate and as to whether the school is able to meet the needs of the student. Information sought will include if applicable:

- student's name;
- age and date of birth;
- gender;

- ethnic background, cultural needs, religious needs/persuasion;
- health needs & history;
- educational history, needs, current provision, support received & required including whether there is a statement of special educational needs;
- risk issues, level of supervision required;
- expectations and requirements sought by the placing authority to need the young
- person's needs;
- the name, address and telephone number of the young person's case accountable social worker (if applicable);
- the student's legal status;

The information provided will assist the school in assessment as to whether a school placement is viable and appropriate.

An impact risk assessment will be completed by the team

Referral/Admissions Process

The school will review the information supplied at the point of referral, including the students EHCP, and conduct visits to home or current//previous education placement if appropriate.

After consideration of the papers in consultation the Headteacher will agree the place is appropriate and confirm place to the Local Authority

Or

Notify pupil services that they feel unable to meet the student's needs with clear reasons for this action

Or

Say yes "in principle" but state that a place is currently unavailable at that time

Following Confirmation of Placement

The school ensures that arrangements are in place to ensure the effective induction of each student into the school.

The student's details are entered into the school admissions register and accompanying information filed. The student will be shown around the school and introduced to the staff and other young people. An individual relate and Connect timetable will be discussed, taking into account the student's age, aptitude and ability.

4. Roles & Responsibilities

Implementation

This policy will be subject to continuous monitoring, refinement and audit by the Headteacher and their Senior Leadership Team.

There is a six stage admissions process that is maintained throughout all Spaghetti Bridge Schools. This is to ensure that all relevant data is collected appropriately in order for Heads to make an informed decision as well as to collect contextual information if the child is start on roll.

Stage 1 - Confirmed Consultation & EHCP Review

Responsible staff: Education Administrator

- Formal consult from the LA and/or an appropriate EOI for which the service has agreed to respond
- Relevant staff are then to assess the EHCP as a desktop exercise in order to move to the next stage
- The aimed turnaround time for this stage is 48 hours

Stage 2 - Initial DD - Phone

Responsible staff: Education Administrator

- Contact with relevant stakeholders are made to either verify information or seek further clarification on EHCP
- The additional aim of this stage is to ensure that the school gains a full and clear picture of the child as we recognise that the EHCP does not wholly capture current data and/or evidence
- The aimed turnaround time is five days

Stage 3 - Secondary DD - Face to Face Meeting

Responsible staff: Education Administrator

- If possible, a face to face meeting should take place at the school where a student will take place in a shadow session within a base group
- However, we realise that for some children who have been out of education for a lengthy period, this will be difficult. Therefore, a face to face meeting is not always required
- This can also be conducted through a site visit
- The aimed turnaround time for this stage is three days

Stage 4 - Offer Made

Responsible staff: Education Administrator, Curriculum Coordinator and Relational Support Lead

- Once all evidence has been gathered an offer will be made inline with the parameters of

the Spaghetti Bridge curriculum offer.

- A placement offer will be sent, outlining the core offer along with any specific aspects to meet the needs outlined in the EHCP.
- The aimed turnaround time for this stage is 24 hours

Stage 5 - Place Confirmed/Data Collection

Responsible staff: Education Administrator, Curriculum Coordinator

- One the local authority has confirmed the placement, all relevant data will be collected and sent out to parents/carers including:
 - Welcome letter and pack is completed with all relevant paperwork
 - A 'Transition In' meeting must take place prior to start
 - A 'Connect and Relate' timetable is agreed and allocated
 - A 'Relational Support Plan' (RSP) is created to disseminated to relevant staff
 - An 'Individual Learning Plan' (ILP) with all relevant curriculum targets including EHCP milestones is created and integrate into Brigelink
 - A 'safety plan' is created
 - If applicable, a 'Missing Child Plan' and a 'Health Care Plan' is created
 - An 'Administering Medication' consent form is created and signed
 - All other items to populate student file: documents from previous setting, safeguarding file and a 'new starter form' is created in Bridgelink
- The aimed turnaround time for this stage is one week prior to the start date

Stage 6 - Transition In

- Once the local authority has confirmed the placement and all the above documentation has been completed, then a start date can be confirmed for the student to transition into the service.
- Following this stage, the student then follows the timelines of the Spaghetti Bridge student journey

5. Support, Advice and Communication

Support, advice and guidance should be provided, in the first instance, from the Senior Leadership Team at our school.

The Head of the school holds ultimate responsibility for the admissions process and therefore retains the right to decline any offer of placement due to reasonable evidence provided during the admissions process.



Issuer Spaghetti Bridge Ltd

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Parties involved with this document

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Date	Action
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Tue, 2nd Jan 2024 15:44:40 UTC	Dan Alipaz opened the document email. (66.249.93.38)
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