



Arun Court School: Policy Number 12A

Arun Court School –ADMISSIONS – last updated January 2021

Ratified by main EMAT meeting:

Signature (+ date) Chair of EMAT: Mr Paul Phillips

Signature (+ date) Proprietor:Mrs Beverley-Sarah White

Signature (+ date) Principal of SchoolVicki Williams

Date of next review: August /September 2021 (Reviewed annually)

Context

We pride ourselves on the quality of the teaching, therapeutic and pastoral care provided to our pupils. However, parents and wider families need to fully buy-in to our ethos in order for a placement to work. We support young people who require rapid academic catch-up but in a nurturing, caring and very small environment where their anxiety can be managed and their mental health improved. We are not 'mental illness' practitioners and young people remain under their usual clinical services if they do have a wider range of global mental health needs. We are here to help those with social and learning anxiety in particular.

We recommend that you carefully read ALL policies but would particularly highlight these to be read in combination with this one:

- *Safeguarding & Child Protection Policy (3)*
- *Behaviour Policy (2)*
- *Bodycams Policy (3)*
- *Anti-bullying Policy (4A) The whole anti-discrimination suite (suite 4)*
- *Teaching, Learning and Assessment Policy (8A) Curriculum Policy (8B)*
- *Attendance Policy (9C)*
- *Admissions Policy (9A)*
- *Exams Centre Policy (7B)*
- *Exclusions and terminations of placements (9E)*

Equal Opportunities Statement

Arun Court School will never discriminate when considering an application. Students will not have their application refused due to ethnicity, culture, religion, sexual orientation or any other illegal discriminatory category. This policy should be read in conjunction with our Equalities policy which is within our wider safeguarding policy document.

Our priority is to provide an education in a more caring, nurturing and free-flow way to young people who can't access school due to high anxiety and poor mental health. This means we give priority places to those with anxiety teamed with developmental delay or ASD, and those who have significant mental health vulnerability. We are not a hospital school however, so we do not provide clinical services.

School Organisation

As of January 2019, we will consider applications to Arun Court School as being operational between 10:00 and 16:30, Monday to Friday. Students on roll at the school must attend during these times, with registration taken at 10 and 12:50. In addition these same students can access before school club from 9:15 and after school club until 17:00

Students who are attending Arun Court School in a dual registered arrangement will be considered to be 'on roll' for 50% of a placement space

Our fire inspection concluded with the recommendation that the main building at number 14 Arun Court could adequately, and safely, cater for 60 people including students and staff. During school hours we will operate a roll of **20 full time places** or equivalents which will require a staff of 8-10 people, making a total number of occupants of 30.

The 20 places are notionally divided into 2 groups of students; lower (Y7 – Y9) and upper (above year 9) however provided the overall number of 20 is not exceeded we will alter these groupings to meet demand, creating parallel smaller groupings. The groups of 10 then split into smaller teaching groups.

Admissions Process

Arun Court School will only accept students with a high level of need. EHCPs are allocated and funded by Local Education Authorities. Due to our location our two main funding LEAs will be Surrey and Hampshire, but we will also be able to work with West Sussex, East Sussex, Bracknell Forest and Merton.

Placements are secured by the LEA making contact and sending through an EHCP and an Annual Review for our attention. We will contact the LEA within 10 working days stating whether we have a place and whether we feel that the student reaches our admissions criteria. We will then offer a 5 day trial period upon completion of the initial basic registration form.

Only after a successful 5 day trial period will we make a formal offer of a placement, and at this stage we will require a contract to be signed by the LEA representative. At this stage parents / guardians must complete any outstanding registration documentation as a placement cannot commence without the forms being received.

For a young person to be offered a place we need to feel secure that:

1. We can keep the student safe and that their presence will not affect the safety of others
2. That parents are willing to work with us and that the student wants, and is ready for, change
3. That we can cater fully for the needs of the student as laid out within the EHCP and Annual Review Documentation

When reviewing an EHCP we use the following tick sheet, and this sheet should also act as guidance to the LEAs as to whether it is suitable to send us the paperwork and proposal:

Admissions Policy – quick tick sheet

<u>POTENTIALLY suitable after a trial period</u>		<u>NOT suitable for our setting</u>	
Year 7 or above		Aged under Year 7	
High academic ability, or low attainment but high IQ and potential – may have under performed due to absences from school		Very low academic ability and low academic potential (such students find the conversation and academic level of our students very difficult to understand)	
Requires OT involvement and a sensory programme		Requires heavy speech and language involvement beyond social and emotional language (ie has major speech or receptive language issues or is deaf – we are not a PD setting)	
Requires clinical or educational psychology involvement		Requires any form of personal care – eating, dressing, toileting	
We may take a child with a record of aggression to other students, if we can see that the environment and their levels of anxiety have contributed		Has a physical disability which means they cannot access stairs or other aspects of our very old building – where possible we will use the Hub as an alternative	
<p style="text-align: center;">Has any of the following conditions and needs: Top priority: ASD with associated anxiety Generalised anxiety disorders</p> <p>Developmental Delay but able to communicate and self-care OCD Post-trauma needs Self-harming Psychosis Bulimia or anorexia Clinical depression Agoraphobia Phobias and fears Mono-mania Controlling behaviours Anxiety induced Tourette's Sensory processing difficulties Emotional regulation difficulties Gender orientation needs High social or learning anxiety School refusal due to bullying or learning style difficulties</p> <p>We are happy to work with students who have been out of school for long periods of time</p>		Has a recent documented record of aggression and violence towards adults in school AND/OR has a recent record of absconding.	
We are happy to work in close liaison with social services, CAMHS, psychiatric units and other provisions BUT WE DO NOT HOLD CLINICAL RESPONSIBILITY		Has a record of bullying behaviours and constant intimidation of others – many of our students are highly vulnerable	
The paperwork indicates that the child is ready for a new style of intervention and is willing to work with us – the student needs to be able to demonstrate the capacity and desire for change, and be well enough to give it a concerted effort		Students where there is a high indication that they require a behavioural led school with structure and rules (A PRU type approach) – we work on personal responsibility, self-regulation and engagement with therapy	
		We have a restorative and holistic philosophy – we can't offer places to families where there is little parental buy-in to the placement as the placement will later fail	
<p>Based on the above assessment of paperwork we are ABLE / NOT ABLE To offer a 15 day trial period (or) Due to not having any spaces available we are not able to offer a trial period</p>			
<input type="checkbox"/>			