ADMISSIONS POLICY

Area:	KIORA HALL POLICY	north east autism society	
Title:	Admissions Policy		
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PURPOSE

- Kiora Hall is an independent specialist school which provides education placements for children and young people aged 5-19 years with autism, learning difficulties and, or disabilities and neurodiverse needs. A significant number of our pupils have multiple sensory impairments, in addition to complex communication difficulties.

- This policy is in response to:

  - The Education Act 2011
  - School Admissions Code (DfE: 808/6009)

1. INTRODUCTION

- The Admissions Policy is relevant to all trustees, staff, parents, pupils and local authority representatives who are involved in the admission of a pupil to the school. The school will workin partnership with local authorities and parents / carers to assess the suitability of pupils for an educational placement at the school. The school will ensure that each individual referral is dealt with efficiently and within the required timescales to provide a transparent, fair, effective and efficient process.

2. EQUAL OPPORTUNITIES

- This policy will promote the equal rights of all pupils regardless of disability, ethnic background, language, culture, faith, sexual orientation and gender. At Kiora Hall, we will ensure that any individual who uses our services or who wants to access ourservices is treated with the utmost respect and dignity.

  (The specific policy relating to the promotion and protection of equal opportunities is available from our "Equality and Diversity Policy")

3. ADMISSIONS CRITERIA

- We accept referrals from Local Authorities (LA). The school must have support of the local authority for the referral process to begin however parents / guardians and people who support the pupil can arrange a visit to the school and enquire about more information by referring to the website (www.ne-as.org.uk) or contacting a member of the school via the main telephone line. Parents can also request a consultation regarding assessment for placement.

- Parents whose children have an education, health and care plan would have the legal right to seek a place at Kiora Hall so long as it is suitable for the pupil and does not prejudice the education of other pupils or does not mean an inefficient use of funds.

- Typically pupils will have a Statement of Special Educational Needs (SEN) or an EHC Plan. Young people are referred to Kiora Hall via Local Authorities, Social Services or Health Departments.

- More information can be found in the school's Local Offer (http://www.ne-as.org.uk/our-schools)

4. PROVISION INFORMATION

- Kiora Hall has an open and honest strategy to ensure that each pupil is provided with the best educational placement. Kiora Hall will ensure that the school will best meet the support and educational needs of each pupil referred and provide an honest and comprehensive report regarding the referral of the pupil and the results of any assessment which is undertaken prior to the offer of a placement.
- All correspondence relating to the referral process will be provided to relevant agencies and person supporting the pupil during their application of educational placement.

5. APPLICATION PROCESS

- Once the school has received a written letter from the local authority agreeing to the referral then the referral process can start. After discussing and analysing the suitability of the applicant, a multi-disciplinary team will begin the pre-assessment of the pupil; this may include membersof our team visiting your son or daughter's existing school, support service provision and/or family home to gain a better understanding of the pupil's needs and ability. A member of the senior education leadership team will meet to obtain up to date information, including but not exclusive to the following areas:

  -Previous placement
  -The pupil's method to communicate anxiety through behaviour or other means
  -The pupil's current or proposed support needs
  -Academic ability
  -Religious and cultural needs
  -Parents' aspirations for the future / what they expect from our school
  -Current multi agency involvement
  -Family organisation
  -Any Social Worker involvement

- It is important that we are confident that we can offer an appropriate environment and learning placement to all pupils who submit an application of referral before offering any final placements. Once we are confident we can deliver a service, we will make an offer and discuss proposed start dates and transitional information with you.

- All prospected pupils at this stage will commence a 2-day assessment where appropriate, attending our school provision. Staff will monitor and evaluate the performance and suitability of the pupil whilst undertaking educational activities in the prospective learning environment. Staff will provide a full written assessment report once the period is complete and feedback to all relevant parties whilst making a recommendation for the type of educational and support placement needed for the individual pupil.

- If agreed, an appropriate transition plan will be written from a multi-disciplinary approach which will aid the pupil in their transition into the school. Regular meetings and correspondence will take place to ensure the transition is as seamless as possible.

- After commencement of the pupil's placement, the school will provide regular assessment and evaluation of the placement including all support needs for the pupil. This will include annual reviews as outlined by the SEN Code of Practice. Individual Educational Plans and Individual Support Plans will assess and document pupil progress and provide staff, parents and other people who support the pupil with essential, accurate and progressive information to ensure both the educational and support needs of the pupil are being met whilst the pupil is with the school.

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- The school can be contacted at any time to discuss the referral and the proposed placement and after the placement has been agreed.

- A copy of the school's prospectus can be viewed from the school's website (www.ne-as.org.uk) The prospectus details:

  - name, address, and website address
  - named contact person
  - teaching and support staff roles and qualifications
  - the specialist provision we offer at Kiora Hall