



Admissions Policy and Procedures

Nugent House School

Updated: October 2019

Review: September 2020

All young people who are admitted to Nugent House School have an Education, Health and Care Plan. All young people are considered for admission in line with statutory guidance. Day pupils are admitted through the referral processes of their local authorities. Pupils who become residents in the Children's Home on site are admitted through joint referral processes with residential care staff.

Nugent House School has developed a clear admissions Policy and Procedures that allows for new arrivals that start at different times of the year and is well placed to identify their needs and ensure that they receive appropriate support to access the curriculum and pastoral system.

Nugent House School aims to provide a welcome for new arrivals that:

- Forges good communication with Parents, Carers and Guardians.
- Addresses immediate needs efficiently.
- Identifies the educational needs of the young person.
- Promotes genuine inclusion.
- Enables success in learning.

In line with DFE and Ofsted guidance and recommendations, Nugent House School has established the following:

- A well placed admission to our school once a young person has been referred through to us.
- A welcoming environment with background information on linguistic, educational and cultural and social needs of the new arrivals.
- Communication with Parents, Carers and Guardians as an integral part of the Welcome and Induction (interviews, school/children's home visits, letters, phone calls).
- Inform new arrivals and their families, carers and guardians about the education system and the curriculum we offer at school through the key stages.
- Inform new arrivals and their family/carers about entitlement such as free school uniform, meals and education equipment provided by the school.
- Effective use of staff during the admission process, the Head Teacher, Learning Mentor Manager, SENCO and other relevant SLT who may be involved in the process at school at different stages before the new arrival fully enters the school community.
- All relevant policies will be made available to all parties during the admission process via the website. Hard copies are available on request.

Admissions Procedure

We believe that an effective inclusion in to the curriculum, that ensures progression and engagement, begins at the start of the admission process.

An admission group involving the Head Teacher and SLT Members discuss the referral applications and establish if as a school we can meet the young person's needs. At this stage all appropriate information about the young person will be collated including EHCP, medical reports and history, other agency involvement, experiences of interrupted education and general background information.

Information will be collected from LA, Social Services (if applicable) and the young person's previous school.

Should the request be for a joint education and residential placement, the Registered Manager from the Home will be integral to the admission's procedure.

Interviews

An interview date is set by NHS and all attending parties are notified by the LA. During the interview day the young person and family/carers will:

- Participate in an interview with the Head Teacher and other relevant staff.
- Take a tour of the school.
- Meet key members of staff.
- Be given a clear overview of the aims of the school including curriculum, pastoral ethos, expectations
- Upmost importance is given to the young person's view in this interview.

Following this interview if all parties involved are in agreement, dates for admission and an initial review of placement will be arranged. No placement will commence without all relevant paperwork in place.

Admission to Nugent House School

At NHS we recognise that a young person's first day is very important, both in the way they view the school and also in how well they settle into the school community. It is crucial that the young person understands the ethos of Nugent House School.

It is expected that all young people should arrive at Nugent House School with an appropriate adult, this gives staff the opportunity to clarify issues and update details of the young person's placement.

We aim to integrate new pupils into lessons on their first day and gather baseline information about their levels of attainment during the first six weeks. In certain circumstances a pupil may need to have a gradual integration into the school, particularly if they have been out of school for long periods of time. If such an induction period is required that will be agreed before the pupil comes on roll.

The young person's academic and social needs will be assessed over a twelve-week period with a review after ten weeks, with an IEP and Risk Assessment in place for the pupil.

All information on a new admission is collated by the SENCO Leader for Induction and fed back to relevant staff. This ensures admission procedures in the classroom will support rapid access to the curriculum and whole school practice.

