



‘A place to belong’

The Haven School Wolston

Admissions Policy

Control Sheet

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Version	Date of review	Author	Note of revisions
01	October 2022	Martin Cain	Policy updated to reflect fully operational status of the School and increasing number of referrals
02	November 2023	Anna Besley	<p>Section 5 updated to reflect that all of our pupils have an EHCP plan and that all referrals are received from Local Authorities. Further update to reflect that decisions on referrals will be made by the SENCO, or in their absence by the Headteacher.</p> <p>Section 11 updated to reflect that appeals against decisions by the school that we cannot meet the needs of a pupil will initially be reviewed by the Headteacher.</p>

Associated documents:	
School Policies <ul style="list-style-type: none"> • Curriculum • SEND • Safeguarding and Child Protection • Expectations for Learning 	<ul style="list-style-type: none"> • Health and Safety • Pupils with Medical Conditions • Equality, Diversity and Inclusion
Links to:	
Statutory guidance <ul style="list-style-type: none"> • Equality Act 2010 • School Admissions Code • SEND Code of Practice 	

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1. The School's Mission

The Haven School Wolston is a registered independent school for pupils aged 11-19 who have been referred by local authorities, schools, academies or multi-academy trusts or individual parents based on an assessment of their individual needs and/or their Education Health Care Plans. Pupils that attend will have often have a history of social, emotional, behavioural and mental health difficulties which lead to them struggling to cope in a mainstream educational setting.

The School is highly inclusive and we are determined to see success for all of our young people. Our core aim is to offer a highly bespoke education to enhance the social and emotional wellbeing and life chances of vulnerable children who struggle in a mainstream educational setting. Our approaches reflect the uniqueness of our School and we believe it ensures that expectations remain high, whilst also understanding that one size does not fit all and that some young people require both adjustment and significant wrap-around care.

We aspire to work extremely closely with parents, local authorities and other partners to remove the barriers to reaching their potential that some young people face; this defines our expectations for pupils, parents and staff alike and is reflective of the strong relationships and high levels of mutual respect between all stakeholders that permeate our School.

2. Policy aims

The aims of the Policy are:

- To ensure compliance with the School's Mission
- To set selection criteria and procedures that are consistent with this Mission that are fair to applicants.
- To identify pupils whose needs can be met by the School, thus enabling them to benefit from the provision it offers.

3. Equality

In implementing this Policy, the School will take into account its Equality, Diversity and Inclusion Policy. The School welcomes pupils from all backgrounds and is committed to eliminating all forms of discrimination and to promoting equality of treatment and opportunity for all pupils.

The School is fully committed to complying with the requirements of the [Equality Act 2010](#) and although it is not bound by the [School Admissions Code](#) it has taken due account of it in drawing up this Policy.

4. Pupils with disabilities

The Haven School Wolston make reasonable to ensure that the School's culture, policies and procedures are made accessible to children with disabilities.

When a disability need is made known to us as part of the admissions process, we will consult with parents/carers and relevant professionals to make reasonable adjustments to our admissions procedures to enable a pupil, wherever possible, to meet the School admission requirements.

5. The referral process

The School caters for pupils with special educational needs, including. All of our pupils have an Education Health and Care Plan (EHCP). This may include pupils who:

- i. have often experienced difficulties in education and/or in their lives outside of school.
- ii. have disengaged from or had significant periods of time out of education.
- iii. have specific disorders including those on the autistic spectrum.
- iv. experience social, emotional, behavioural and mental health difficulties.

Requests for admissions are received from the relevant local authority in the form of referrals. The purpose of the referral form is to highlight the additional support that the pupil requires, and which cannot be met in a mainstream setting.

The admissions procedure includes:

- I. Initial referral and identification of individual needs.
- II. Information gathering from other professionals involved with the child and parents/carers **(NB** parents/carers must disclose, as soon as possible, any relevant circumstances or information relating to safeguarding, their child's health, allergies, disabilities or learning difficulties)**.
- III. A review of the documentation relating to the pupil by the SENCO, or in their absence by the Headteacher.
- IV. Parents and local authorities can request a without prejudice visit to the School by the potential pupil and their parents/carers, which may be accompanied by a representative of the relevant local authority or school.

6. Special Circumstances

The Haven School Wolston recognise that a pupil's performance and engagement in education may be affected by particular circumstances. If there are such circumstances, we may request further information, such as a medical certificate or an Educational Psychologist's report. The School should be notified of any special circumstances before entry to the school.

7. Pupils from non-UK countries

It is the responsibility of the parents and/or carers to obtain the necessary child student visa for their child to be able to study in the UK.

8. Siblings

The School will consider admitting the siblings of current pupils, provided long as any special circumstances (such as learning difficulties or special needs) can be catered for at the school.

9. Decision to admit

If the School decides that it is appropriate to admit a pupil the relevant representative of the local authority will be informed in writing using the appropriate documentation.

10. Decision to refuse admission

If the School that it is inappropriate to admit a pupil the relevant representative of the local authority. The School will state its reasons for its decision.

11. Appeal

The relevant representative of the local authority, school or parent/carer may submit an appeal against the decision not to admit a pupil. Initially the Headteacher should be requested to review the decision on whether the school can meet the needs of an pupil. If the local authority, school or parent/ carer wishes to make a formal appeal following the review of the Headteacher, this should be submitted in writing to the School Proprietor within seven working days of receipt of the decision not to offer a placement for a pupil. The Appeal will be considered by a panel of three members of the School Board within fourteen working days of receipt by the School and the decision conveyed to the appellant within a further five working days.

12. Induction

Pupils will join the School on an induction timetable during which a comprehensive assessment of their individual needs will be undertaken. The information gathered from this assessment will be used to create an Individual Learning Plan; this will include a request for information from their most recent school or educational setting attended.

13. Responsibilities

The Headteacher is responsible for admissions and the operation of this Policy. All documentation relating to any application for admission will be retained in accordance with the School's GDPR Policy.

14. Policy review

The implementation and impact of this Policy will be reviewed every year by the School Board; this may occur earlier should there be a change in legislation, statutory guidance or an event or incident in the School which makes this necessary.