

# BRYN TIRION HALL

## SCHOOL



# School Admissions Policy

Reviewed Jul 17

Reviewed Sep 17

Revised Nov 18

Revised Jun 19

Revised Oct 19



# ADMISSIONS POLICY

## Introduction

- This policy will describe the process of admitting pupils into Bryn Tirion Hall School.
- This policy is governed by The Independent School Standards (Wales) Regulations 2003 and is additionally informed by the Welsh Government's *School Admissions Code 005/2013 (July 2013)*.
- This policy aims to provide a best practice approach to meeting the needs of prospective pupils referred for admission to Bryn Tirion Hall School.
- This policy also aims to ensure consistent practice in the process of referral and admission.

## Principles

- All admissions should be planned by the Senior Leadership Team prior to admission.
- All prospective pupils, parents/carers and referrers should be provided with the appropriate information in relation to the school via the school prospectus and the school website.

## Procedure for admissions

- When any referral is made to Bryn Tirion Hall School, the Principal will be informed about the enquiry and will determine if the school has capacity in the particular pupil's year group.
- The person referring the pupil is contacted to arrange for information to be forwarded before being shared with SLT for an initial determination of compatibility before any response is made to the referring person. This information could include Statements of SEN (New ALN code of Practice 2020 will include Individual Development Plans - IDPs), education reports (including attendance and incident data if appropriate and available), psychological assessments, medical information, court proceedings and present situation (domestic).
- SLT will share paperwork with BTH Therapy and Psychology Team (TaP Team) who will support the admission determination.
- If required the Principal or an SLT member may visit the previous school to discuss the pupil.
- Referrers may be invited to visit Bryn Tirion Hall School before admission to ensure that the placement and the environment is suitable in meeting the pupils needs.
- Pupils who attend daily and not residentially **must** visit Bryn Tirion Hall School before any placement is offered, meet with the other pupils, staff group, and ask any questions. All care will be taken to create the least stressful experience possible and may be dynamically dictated.
- A 2<sup>nd</sup> meeting **must** be held to discuss the placement, complete necessary paperwork (BSPs, consent forms and the new starter pack) and establish a start date if appropriate.
- All Stakeholders agree that the placement is dependent upon successful completion of a 6 week assessment process and that the offer of a place may be withdrawn up to this point.

## Admissions Criteria

- Pupils attending Bryn Tirion Hall School are likely to exhibit challenging behaviour and will normally have a Statement of SEN or an EHCP.
- All stakeholders must agree to the suitability of the placement and commit to the success of the placement including the possible necessity for managed moves.

## Managed Moves

We recognise managed moves as a tool (amongst others) to reduce the need to permanently exclude. Managed moves are a behaviour management strategy and involve pupils whose behaviour has deteriorated to a level that places them at risk of exclusion. The Principal (or representative) considers a managed move may be necessary to offer a fresh start in alternative appropriate provision as determined by and in consultation with the pupils Local Authority representatives/stakeholders.

## Prior to starting

- Before any placement can commence documentation should be received from previous schools and Local Authorities, including attendance and ISE data.
- Before any placement can commence all paperwork must be completed by whoever has legal responsibility and the expectation is that this is actioned by carers in the case of looked after pupils: medical consent forms, IT agreements, image consents, trips and offsite visits consents.
- Before any placement can commence an interim Behaviour Support Plan and Physical Intervention Risk Assessment must be completed with the support of stakeholders.
- Any medication should be delivered to school as per Bryn Tirion Hall School's Policy on medication.

Linked Documents
The Independent School Standards 2003 School Admissions Code 005/2013 (July 2013)

<b>Step 1</b>
Referrer contacts Principal or School Administrative Officer
<b>Step 2</b>
<p>The person referring the pupil is contacted to arrange for information to be forwarded before being shared with School SLT/TaP Team for an initial determination of compatibility before any response is made to the referring person.</p> <p><i>This information could include Statements of SEN, education reports, psychological assessments, medical information, court proceedings and present situation.</i></p>
<b>Step 3</b>
If required the Principal or an SLT member may visit the previous school to discuss the pupil.
<b>Step 4</b>
Referrers may be invited to visit Bryn Tirion Hall School before admission to ensure that the placement and the environment is suitable in meeting the pupils needs.
<b>Step 5</b>
Day pupils <b>must</b> visit Bryn Tirion Hall School before admission, meet with the other pupils, staff group, and ask any questions.
<b>Step 6</b>
A pre-admission meeting <b>must</b> be held between Refers, Parents or Carers and Bryn Tirion Hall School to discuss the placement, establish a start date.
<b>Step 7</b>
All Stakeholders agree that the placement is dependent upon successful completion of the 6 week assessment procedures and agree to abide by the admissions policy.