



ABINGDON  
HOUSE SCHOOL & COLLEGE

# Admissions Policy

**Responsible Person:** Head of Admissions

**Last Review Date:** June 2023

**Next Review Date:** June 2024

In all AHS Policies, unless the specific context requires otherwise, the word “parent” imports the meaning parent, guardian, carer or any other person in whom is vested the legal duties and responsibilities of a child’s primary caregiver.

If you require a copy of this document in large print, braille or audio format, please contact AHS’s Lead Administrator, Karen Franklin.

**AHS employs the services of the following consulting companies to ensure compliance is met and best practice is implemented:**

Peninsula HR Online  
Peninsula Business Safe (Health and Safety)  
Care Check (DBS)  
Educare (online CPD)

## Introduction

Abingdon House School and College (AHS) is owned and operated by Cavendish Education; the Proprietary Body also known as the Governing Body. Any reference to Governors means any Director of Cavendish Education.

This Policy document is one of a series of AHS Policies that, taken together, are designed to form a comprehensive, formal Statement of AHS's aspiration to provide an outstanding education for each and every one of its students and of the mechanisms and procedures being put into place to achieve this. Accordingly, this Policy needs to be read alongside all of these Policies in order to get the full picture and should be read in conjunction with the **Equality Policy**, the **Health and Safety Policy**, the **Promoting British Values Policy** and the **Safeguarding Children & Child Protection Policy** in particular. All of these Policies have been written, not simply to meet statutory and other requirements, but to evidence the work that the whole School is undertaking to ensure the implementation of its Core Principles:

**Self-belief/confidence**

**Respect**

**Perseverance**

**Kindness/empathy**

**Independence**

**Resilience**

## Admissions Policy for SEND

At Abingdon House School, we believe that all students have the right to an inspirational and aspirational education that supports their needs. Our assessment procedure has been developed to take into account that many students with SEN face challenges as a consequence of a lack of appropriate support. Our admissions assessment process is designed to assist us in ensuring that we can meet the needs of every student at AHS and that they will thrive and progress within our provision.

AHS seeks to offer places to students for whom we feel confident our ethos, vision, approach and school community will be an appropriate fit. AHS aims to facilitate the overall development of every student who joins us and to tailor our teaching to meet individual needs. It is important that we endeavour to ascertain if prospective students have the underlying cognitive ability and behavioural and social tools to access our curriculum and take part in our wider school community at an age appropriate level.

The suitability of children for admission is determined by a multidisciplinary approach, as detailed below.

## Admissions Criteria

Abingdon House School is able to accommodate a variety of needs and provisions through our specialist approach within a mainstream styled school. We cater for students with specific learning difficulties such as dyslexia and dyspraxia, autistic spectrum condition, social communication difficulties and other associated needs. Abingdon House School is appropriate for students with or without EHC Plans, as well as private or Local Authority funded, with each application being considered individually.

The school does not cater for students with primary behavioural issues, where their behaviour requires a specific support outside of our mainstream style approach, and may considerably disrupt their learning and the learning of others. We follow the National Curriculum and are unable to support students who require support below this level (such as P Scales). We are able to support students with English as an Additional Language, however we are unable to provide direct EAL teaching, and students will require a certain level of English in order to access our provision.

The Criteria for Admission is that children would benefit from the education and resources on offer at Abingdon House School. We individualise our approach to each student and are able to support students who are accessing the National Curriculum below their age appropriate level.

There is no main point of entry into AHS. Application for entry is considered depending on availability of places and appropriate suitability of child/young person's needs to school setting. To ensure proper transition for both our new students and prospective students, we aim for entry to the school to be at the start of a school term, and in some circumstances, at the start of a half term. AHS will maintain a waiting list, should the possibility of an occasional place arise.

## Admissions Process

AHS treats every applicant in a fair, open-minded way. Our admissions procedure consists of a number of stages that are set out below:

- Contact the Admissions Administrator to discuss possible admission. Parents are requested to offer as much information as possible to enable AHS to best understand a prospective learner's needs. Families are welcome to arrange for a tour of the school to take place with the admissions administrator at this time;
- If families would like to pursue a place at AHS, we will request for our admissions questionnaire to be completed and sent to the Admissions Administrator alongside all specialist reports and EHCPs where applicable;
- We will request to see reports from the previous school or schools and will contact them for background information where necessary;
- Once the Admissions Team have assessed provisional suitability the Admissions Administrator will contact the family to arrange the two day trial;

- During the trial days, students will join an appropriate class (based on review of the paperwork) and participate in the lessons and activities of the normal school day. The students will be observed throughout their trial days by a variety of staff, which could include the Senior Leadership Team, SENCos, Teachers and Therapists. In some occasions, we may find it necessary to conduct some standardised or baseline testing during the trial days;
- Following the trial the Admissions Team will meet and review the internal notes provided by the school team to discuss whether we are able to offer the young person a place at AHS;
- Families will be informed of the outcome of the trial via email;
- To accept an offered place, complete an Acceptance Form and return it with the relevant deposit;
- If it is felt that the admissions procedure or decision was not done in line with AHS policy and procedures, complaints can be raised as detailed in the AHS Complaints Policy.

There may be a period of delay between a place being offered and the child being able to take that place up if the Local Authority has to be consulted with regard to the cost of that placement, places will be held open for a predetermined time highlighted in the offer letter. Families can request an extension on this date from the headteacher.

### **Acceptance Criteria**

In addition to our Admissions Assessment Process, AHS will take into account:

- The order of registration according to the date of registration;
- The maintenance of a diverse and dynamic student population;
- There is an appropriate class and peer group to support the students' development;
- The student's capacity to socialise in the wider AHS community;
- The importance of parents understanding and supporting AHS's aims and ethos;
- Our ability to provide the student with what they need to develop, including account of any special educational needs or disabilities that student may have;
- The need to maintain a balance of entry, so that we can encourage new families to consider AHS, while looking favourably on children whose families already have a demonstrable connection with the School.

### **Parental Acceptance of a Place**

Offers will be made following completion of the application process. Those accepting places will be asked to complete an Acceptance Form and return it with a non-refundable deposit of £1,000.

## Special Educational Needs and Disability

We are firmly committed to inclusivity and to have high expectations and aspirations for all of our students. Irrespective of their special educational needs or disability, we consider all children for admission to the school who have the ability and aptitude to access the academic curriculum and social environment, and hence to thrive within that. Students whose SEND are suited to the curriculum are welcome provided that we have the appropriate resources and facilities to provide them with the support that they require.

Before a place is offered at the school (and preferably prior to application):

- Parents must disclose to the school any known or suspected circumstances relating to their child's health, development, allergies, disabilities and learning difficulties. The school reserves the right to subsequently withdraw any place offered based on incomplete disclosure of known or suspected SEND circumstances;
- Based on such disclosure, the school will confirm whether or not it is able to fully meet the needs of the child.

Where a child's SEND is identified, or develops, after the child has started at the school, we will continue to support the child as long as:

- We have the appropriate resources and facilities to provide them with the support they require;
- We believe it is in the best interest of the child and of the school community to remain at the School.

Where, in our judgement, either of these conditions no longer apply, we reserve the right to withdraw a place at the School. In such circumstances, we will make every effort to support families in finding alternative arrangements.

### **Requesting assessment from the local authority for an Education, Health and Care Plan (EHCNA)**

We will support families in the process of requesting a needs assessment for our students. It is important that we have the opportunity to establish a complete picture of the academic and therapeutic strengths and needs of the student, and for these reasons we are unable to instigate the process until a student has been on our roll for a minimum of a year.

## **WAITING LIST**

AHS operates a waiting list when classes are currently full.

To be placed on the waiting list, steps 1-4 of the admissions process must be followed. Should an appropriate place become available, the parents will be contacted and trial days offered. The admissions process will continue as listed above.

When a place becomes available, the waiting list will be reviewed and students for whom that place may be appropriate will be offered a trial. Priority will be given to siblings of students already at the school.

### ONGOING PLACEMENT

At AHS, we work closely with our students and their families, and report on progress in a variety of ways throughout the academic year. It is critical that we continually review their progress and ensure that the students are receiving the appropriate support and are progressing within our provision.

Where a child's SEND is identified, or develops, after the child has started at the school, we will continue to support the child as long as:

- a) we have the appropriate resources and facilities to provide them with the support they require, and,
- b) we believe it is in the best interest of the child and of the school community to remain at the school.

Where, in our judgement, either of these conditions no longer apply, we reserve the right to withdraw a place at the school. In such circumstances, we will make every effort to support parents in finding alternative arrangements.

### APPEALS

Admissions decisions are taken by a multidisciplinary team, who consider the child's individual needs and the needs of the whole school community. Where the team does not feel that AHS could meet the child's needs, the reasons for this will be detailed in writing following the paperwork review or the trial days. Further clarification can be requested from the Head of Admissions, however there is no right of appeal of the decision made by the admissions team.

If you have concerns around the process that was followed, please raise this in line with our Complaints Policy.

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Limited Accessibility: **Please note both school sites are housed in buildings with multiple floors without a lift.**