



ABINGDON
HOUSE SCHOOL & COLLEGE

Admissions Policy

Responsible Person: Headteacher

Last Review Date: September 2021

Next Review Date: September 2022

In all AHSC 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 AHSC’s Lead Administrator, Karen Franklin.

AHSC 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 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 AHSC Policies that, taken together, are designed to form a comprehensive, formal Statement of AHSC'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 and College, 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 AHSC and that they will thrive and progress within our provision.

AHSC seeks to offer places to students for whom we feel confident our ethos, vision, approach and school community will be an appropriate fit. AHSC 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 multi-disciplinary 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 and College. 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 AHSC. 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. AHSC will maintain a waiting list, should the possibility of an occasional place arise.

Admissions Process

AHSC 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 AHSC 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 AHSC, 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 AHSC;
- 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 AHSC policy and procedures, complaints can be raised as detailed in the AHSC 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, AHSC 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 AHSC community;
- The importance of parents understanding and supporting AHSC'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 AHSC, 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.

E: office@abingdonhouseschool.co.uk

T: 0203 750 5526

Limited Accessibility: **Please note that the school is housed in a building with four floors without a lift.**