



Wallend Road
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Admissions Policy

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Reviewed by: Alex Fishpool

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KEY CONTACTS AND INDEX

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PURPOSE OF THIS POLICY DOCUMENT

- Policy:** This Admissions Policy statement has been prepared by Pioneer TEC as a statement of its intentions and commitment to ensuring that the highest standard of admission processes achievable are achieved within the Company.
- Purpose:** Pioneer TEC, through the effective use of this policy and supporting procedures, will provide clarity, safe systems of work, and a positive healthy working environment.
- General Aims:** Our general aims are to:
- Ensure all admissions to Pioneer TEC are executed in such a way to ensure, so far as is reasonably practicable, clarity, and to ensure smooth transition for our Young People.
 - Provide adequate information, instruction, training and supervision for staff and other interested parties.
 - Ensure all staff and other interested parties are competent in the roles being undertaken.
 - Prevent accidents, incidents and ill-health.
 - Maintain safe and healthy working conditions.
- Applicability:** This policy applies to all Pioneer TEC staff involved with the residential and school admissions. It aims to ensure that all have a clear understanding of the procedural requirements and

responsibilities in relation to the admissions process when employed by Pioneer TEC.

Chain of responsibility:

The person with overall responsibility for admissions within the Company is Mrs Lyndsey Sim (Proprietor).

All staff with specific responsibilities for Pioneer TEC admissions must ensure they are adequately delegated in their absence. All staff and other interested parties are required to co-operate in admissions and management matters and report concerns and opportunities for continual improvement to senior management.

Admissions Statement:

The senior management team of Pioneer TEC will ensure its operations and undertakings are executed in such a manner, so far as is reasonably practicable, as to ensure that staff, interested parties and all other persons are aware and understand the company guidelines for school admissions

Declaration:

This policy statement will be reviewed annually and communicated to all staff and interested parties.

Resources

- This policy supports and compliments other school policies and government standards listed in this policy document, which are available for reference.
- All Pioneer TEC staff and other interested parties will be trained and assessed as competent as part of induction to their role within the company.

1: AIMS

Pioneer Tec School is registered for students aged 11-18 years with social, emotional, behavioural difficulties and severe and complex needs. It operates as an independent co-educational special day school.

The aims of the assessment and admissions policy are to provide clarity regarding the criteria for admissions for Local Authorities, parents/guardians, and carers to ensure that the process and decisions are fair, consistent and that all parties are involved in the assessment and admissions processes, work in partnership enabling informed decisions in the best interests of the pupil.

The Policy has been written with reference to the Special Educational Needs Code of Practice (Special educational needs and disability code of practice January 2015) and approved by Pioneer Tec School senior leadership team. The policy is reviewed annually, or when required by changes in legislation or revised school procedures.

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- > [School Admissions Code 2021](#)
- > [School Admission Appeals Code](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3: ADMISSION CRITERIA

Pioneer Tec School is a co-educational school for up to 18 pupils with social, emotional and mental health and severe and complex needs, including pupils that typically may have one or more of the following needs:

- ✓ Autism Spectrum Condition
- ✓ High Anxiety
- ✓ Social communication needs – difficulties building and sustaining relationships
- ✓ Sensory Processing needs
- ✓ Mental health needs
- ✓ High anxiety
- ✓ Social emotional mental health needs

- ✓ ADHD/ADD/OCD/PDA/Tourette's syndrome/dyslexia/dyspraxia as a secondary diagnosis
- ✓ Low self-esteem and poor resilience
- ✓ School phobia
- ✓ Academically able with gaps in prior learning
- ✓ Has an EHCP (Education, Health & Care Plan) or is in the process of applying for one

4: ADMISSION PROCESS

4.1 Referral to admission

Pioneer Tec School welcomes enquiries from Local Authorities, parents/carers and other professionals working with the prospective pupil.

Parents/carers and professionals are encouraged to make a visit to the school at the earliest opportunity to enable them to consider whether it may be a suitable provision for the prospective pupil. During visits there will be the opportunity to discuss the prospective pupil's needs and have a tour of the school.

Referral Consultation Papers are received from the Local Authority. If, from reading the initial consultation papers, we believe Pioneer Tec School may be an appropriate provision that can meet the needs of the prospective pupil, the Head of Admissions will arrange for an assessment to be carried out.

4.2 The LA will undertake to:

- Confirm acceptance of the offer of placement and ensure all relevant communication and data is in place.
- Attend Annual Review Meetings, PEP and CLA meetings and crisis meetings.

4.3 Clothing and equipment

Pioneer TEC will provide school uniform and clothing for activities and recreational use, throughout the young person's placement. This includes work wear and personal protective equipment, appropriate safety clothing for each activity and waterproofs.

All daily meals, snacks and refreshments are inclusive.

5: TERMS OF PLACEMENT

Terms and conditions of placement:

- A positive reaction from the introductory day(s) from the young person to be placed at Pioneer TEC and a willingness to join the school.
- An assessment is carried out to gather further detailed information from parents/carers and key professionals involved with the child, this includes contact with their previous or current education placement. Please note, intimate care is not something that we can ordinarily provide and is not part of our DfE registration. However, we recognise at times a child may require emergency intimate care needs to be met. Should there be an instance that requires the delivery of this it will be appropriately risk assessed and managed by the pastoral care team which will include staff paired as the same gender as the child in need. The appropriate recording of the event will be captured within our Safeguarding database (CPOMS).

- Once sufficient information has been gathered to ensure the child's needs fall within the profile of the school, at the earliest opportunity they will then be invited to attend an onsite informal assessment which will be undertaken by the school's experienced team of lead practitioners.
- The findings from the documentation screening, dialogue with previously supporting professionals, feedback from lead practitioners from the in-school visit will then be reviewed by the school's senior management team and lead practitioners to determine whether the school will be able to offer a placement and be able to meet the child's needs. If all agree that Pioneer Tec School can meet the individual needs of the child, the offer of placement is then made in writing to the referring Local Authority and/or parent.
- If the school believes that it is unable to meet the needs of the child, the Local Authority and parent/carer will be advised as to the reasons for this decision.
- Failure to disclose information during the assessment process may affect the validity of the assessment and lead to the process being terminated.
- A signed contract of placement from the local Authority commissioner, agreeing to the terms and conditions and fee level.

6: PRIOR TO ADMISSION

Once funding has been formally agreed the school will arrange a pre-admission planning meeting.

Parents/carers and key professionals will be invited to attend this meeting where a transition plan will be agreed. The support plan will be finalised at this meeting in preparation for admission. Each transition plan will be personalised dependent on the individual needs of the child. The contract will be raised for all parties to sign.

7: ON ADMISSION

The child's details will be entered into the Pioneer Tec School Admissions Register and the accompanying information and communications placed on file. If relevant, the Local Authority arranges transport in accordance with its own Home to School Transport Policy.

8: EQUALITY IMPACT STATEMENT

All relevant persons are required to comply with this policy and must demonstrate sensitivity and competence in relation to diversity in race, faith, age, gender, disability, and sexual orientation.

If you, or any other groups, believe that you have been disadvantaged by this policy please contact our Proprietor who will then actively respond to your enquiry.

9: MONITORING & REVIEW

This policy will be subject to continuous monitoring, refinement and audit by the Head Teacher and Proprietor will undertake a formal review of this policy for the purpose of monitoring by no later than one year from the date of the approval shown below.

Appendix 1

Declaration:

I have read and understand the information and guidelines set out in this policy:

Name	Date