

1A. Admissions Policy and Procedure-Sheiling School

Reviewed: Senior Management Team, Jan & Dec 2018 (Every 2 years)

Ratified by Board: Feb 2018 & Dec 2018

Full Review date: Jan 2020

EDI Assessment: SSET does not currently identify any EDI impact of this policy; should new information come to light, this will be considered at the next review

1. Admission to the Sheiling Ringwood - Sheiling School

Prospective students, who have a EHCP or Statement of Special Educational Needs and are identified as having moderate, severe or complex learning difficulties, in particular ASD, may be referred to The Sheiling Ringwood either by parents and Local Authorities or Social Services Departments, or through tendering consortiums of local authorities.

The stages for admission of students to Sheiling School are usually as follows:

1. For approaches by:
 - a. **Informal - Parents/carers:** parents/carers and, if appropriate, relevant professionals, will be invited by the Sheiling School's Admissions Coordinator for an informal visit to the School.
 - b. **Formal - Funding authorities:** usually the authority will provide the relevant documentation on the student's education history for initial consideration by Sheiling School. In the case of tendering consortiums, this may have a strict timescale attached and parents may only be invited to consider Sheiling School at a later stage of the process.
2. On receipt of an enquiry, the Admissions Coordinator will invite the parents /carer or LA for an informal visit. If wishing to pursue a placement, parents will be asked to complete an application form and submit relevant, up-to-date documents including, but not limited to, annual review reports, consultant assessments etc. The school will also need to see a copy of the prospective student's current EHCP, in identifying provision in Section F and determining whether this provision can be met at the Sheiling School.
3. Upon receipt of a completed application and all relevant records, a decision will be made by the Senior Management Team regarding whether it is appropriate to further the admissions process. This decision is based upon a number of factors including age, SEN and compatibility with class, house and peer groups. Arrangements will then be made to visit the student at their current school/college and/or home/residential setting (if a residential placement is requested). After this pre-assessment visit, the Senior Management Team will decide if a student will be invited for an assessment day. The length of the visit is decided according to individual needs and, for residential students, is generally from 11am on the arrival day to 2pm the following day. However, it may be decided by the relevant team around the student that this is not in their best interest.

4. During the assessment day, all relevant staff, including therapists, will meet the student. It may be necessary to interview the parents/carers on this day too. Following the assessment day, the Admissions Coordinator, in liaison with the Senior Management Team will determine if Sheiling School can meet the needs of the student concerned. If this is the case, then usually within 10 to 15 term-time working days of the assessment taking place, the Admissions Coordinator will either:
 - a. Offer, in writing, a place at the school, stating start date and including these documents:
 - i. Terms of admission
 - ii. Term dates
 - b. Advise in writing that there is no current vacancy at Sheiling School and offer that the student's name is kept on a waiting list.
 - c. Advise that Sheiling School cannot meet the student's needs and therefore will not be offering a place.
5. In the event of a place being offered, parents/carers and/or local authorities will be requested to confirm in writing their acceptance under the Terms and Conditions of Admission at the stated fee level (Assessment Fee). Fees are quoted on an individual basis and are included in our offer letter and we require formal confirmation from those funding the placement that they have accepted the terms of the placement detailed in our offer.
6. Upon receipt of confirmation, and no later than two weeks prior to the admission start date, the Admissions Coordinator will send the parents/carer an information pack. This will include details of the student's teacher and house coordinator as well as a clothing list for residential students. A transition-in plan will be compiled outlining details and strategies to support the student with their move to Sheiling School. This will usually include further visits by Sheiling staff to the student's current environment(s) and a student's guide differentiated to meet the needs of the student's individual needs.
7. At the same time, the funding body will be sent two copies of the national NASS contract to be signed, with one copy to be returned to The Sheiling Ringwood and the other to be kept by the funding body.

The Sheiling Ringwood will comply with the terms and conditions of the NASS Contract or other specific contracts with the Local Authority once this has been signed by both parties. The Sheiling Ringwood will also comply with the guidelines of the Special Educational Needs Code of Practice.

Every student is admitted on the understanding that the first 12 weeks of the placement is seen as a trial and assessment period. An Assessment Review will then be held at the end of the assessment period. The ongoing fee level will be confirmed at the Assessment Review. In exceptional cases, it may be necessary to extend the assessment period.

The Sheiling Ringwood reserves the right to postpone or cancel the process of admission of a student if circumstances change, e.g. the student's needs or behaviours change or if there is no longer space and appropriate facilities for that particular student.

2. Terms of Admission

2.1 Fee Structure

Once a place has been offered and it is accepted by the funding authority, an invoice will be sent out and fees become due within 30 days of receipt. Charges may apply for late payment.

Every student is admitted on a 12-week trial and assessment basis. An assessment fee will be charged for this period. At the assessment review, the fee will be confirmed and subsequently reviewed annually.

Fees are payable termly in advance.

We provide a bespoke quote for fees which is calculated on an individual basis and tailored to the specific, individual needs of each student.

Fees may be adjusted yearly to take into account the rate of inflation, or other costs such as changes in regulatory requirements and staffing, etc. Any changes required in view of the student's educational or non-educational needs and the associated provision will also require an adjustment to fees, e.g. for increased direct or indirect therapy intervention. Any increases will be notified to LAs – or the person responsible for funding the placement - well in advance of any increase taking place.

- Accounts will be due on presentation of three termly invoices.
- Fees are based on an individually priced package of education, care and health provision.
- If any sum payable under a contract is not paid within the 30 day period then a charge may be applied. The sum will bear interest at the applicable rate under the Late Payment of Commercial Debts (Interest) Act 1998, accruing on a daily basis.
- Fees generally exclude personal expenses, pocket money, transport costs other than included off site visits, which will be charged as extra when appropriate.
- LAs will be notified of increases well in advance and in line with the NASS or current mutually agreed contract.
- It is our policy to make it clear at the Assessment Review whether the initial fee quoted in our offer letter is confirmed and that all relevant parties are aware of the current fee level. The LA will also be informed in writing.

2.2 Policy of Review

After initial assessments, Individual Education Plans are formalised in consultation with teachers and house staff working directly with the student, according to the Code of Practice. All pupils have an Annual Review of their EHCP or Statement of Special Educational Needs. Parents of privately funded pupils without a Statement or EHCP are encouraged to follow the same procedure. Summary reports are sent out to all parties two weeks prior to the Annual Review.

Every child admitted to the school is offered a place on the understanding that this will cease in the July after the statutory school leaving age is reached (for Upper School Programme students this will be the July after turning 19).

In line with the Code of Practice, the student's Transition Review will take place during Year 9 and all subsequent Annual Reviews will take account of the need to

update the student's transition plan/arrangements. The review will consider the suitability of ongoing placement in Sheiling School's Upper School Programme. Following the review, a Transition Action Plan will be drawn up.

2.3 Exclusion and Withdrawal Policy

Exclusion:

Please refer to our separate Sheiling policy document 1B Exclusion Policy which can be accessed via our website.

Withdrawal:

If a student is withdrawn by parents/carer or the placing authority, one term's notice is required in writing, or one term's fees are expected to be paid in lieu of notice. The Sheiling Ringwood reserves the right to charge interest at 5% per month on accounts overdue by more than two months.

In the event of temporary or permanent exclusion, it shall remain the absolute responsibility of the placing authority to provide for the needs of the student who is excluded from the school. The placing authority is also responsible for expenses as may be incurred.

When an Emergency Review has been called, the placing authority will be notified and will be expected to send a representative. It may be necessary to make decisions in an urgent Review in the absence of a representative from a placing authority if such a representative cannot attend.