

# Admissions Policy



**Date of policy publication: December 2017**

**Policy Lead(s): Kirsten Gibson (Headteacher)**

**School Context:** Mackworth House School is an independent special school for pupils aged 6-19 with autism. We are an inclusive school that has the specialist knowledge, skills and understanding to meet the needs of children with autism and associated learning disabilities.

We believe that Mackworth House School is unique in its approach to working with children and young people with autism, where the staff, pupils and their families work together to make ensure that time at Mackworth House School is a happy one. The curriculum is personalised so children feel safe, supported and cared for and so can engage in activities that are meaningful and enjoyable. Communication, positive behaviour support, sensory support needs and the environment is at the forefront of everything we do, so children are able to learn, progress and develop.

**Date of last review: December 2017**

**Date of next review: December 2018**

**Policy review dates and changes**

<b>Review date</b>	<b>By whom</b>	<b>Summary of changes made</b>	<b>Date implemented</b>
<b>December 2017</b>	Kirsten Gibson (Headteacher)	<ul style="list-style-type: none"><li>•</li></ul>	December 2017
<b>December 2018</b>			

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The school admits pupils irrespective of their gender, race or disability provided that there are good prospects of meeting their needs without unduly prejudicing the education and the welfare of other pupils.

The school is a specialist school for children and young people with autism and is registered for pupils from the ages of 6 – 18 and will be suitable for those children where a traditional form of education has not been a successful one. Each child will have an individualised learning programme that has been designed by the multi-disciplinary team to meet the educational needs of each child and prepare students for adult life.

## Criteria for Admission

- Mackworth House School is a private day school which provides places for up to 18 youngsters identified as being on the Autistic spectrum and having additional complex educational needs.
- All applicants will have a statement of educational needs or Education, Health and Care plan highlighting the main requirement for support is for their autism.
- Some students may have an additional diagnosis for example ADHD, Epilepsy or learning disability
- Mackworth House School is able to support children who display behaviours that challenge.

## Admissions Procedure

- Referrals and admissions occur throughout the year and at any age between 6 and 19.
- Referrals are made by local authority placement officers, social workers or education officers. Additionally, parents can request an educational assessment at no cost, however, in order to assess the young person in their current school we would require the agreement of the LA and Head Teacher.
- Parents and families are invited to visit the school and discuss a potential placement for their child.
- Educational assessments will be led by the Head Teacher of the School alongside Curriculum Managers, behaviour leads and higher level teaching assistants
- Sensory needs assessment will be carried out by our Occupational Therapist as and when appropriate
- Communication needs assessment will be carried out by our Speech and Language therapist as and when required
- Information from the assessment process will be presented to the resource panel within the Children & Young Peoples Service. This panel will then name an appropriate school to meet the special educational and related needs
- If Mackworth House School is named as the appropriate school then the relevant local authority will request a place on behalf of the individual.

## Parent & Carer Preferences

- Parents and carers play a vital role, alongside a range of professionals, developing and clarifying the Statement of Special Educational Needs/Education, Health and Care Plan
- Parents and carers are also permitted to state their preference for a specific school and this should be taken in to account by the panel

### **Before Starting at the School**

- On completing our educational assessments and gaining the necessary information from the local authority and additional assessments (sensory, communication, psychology) we are able to begin to generate the following documentation. These documents will be working documents and will be developed and updated over time.
  - Student Information and Support Plan (including risk assessments)
  - Positive Behaviour Management Plans (for behaviours of concern)
  - Pen profile (or an updated one if there is already one in place)

### **After Admission**

- After the child or young person has moved in to Mackworth House School regular reviews will take place.
- These reviews are statutory and allow for the parents/carers and the multi-disciplinary team to review the placement to ensure that the student is making progress and that the individuals learning programme and package of support is appropriate.