

The Corner School: Admissions Policy

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Approvers:	Education Committee
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- This policy is written in accordance with all legal requirements and best practice
- **Equal Opportunities:** This policy will never discriminate directly or indirectly against the 9 protected characteristics. Equality of opportunity should be provided for all employees in accordance with the Equality Act (2010). Individuals are invited to provide information about any equality or diversity issues that may be relevant. UP may consider making adjustments to this policy in appropriate circumstances when feasible and in keeping with organisational needs.
- **Data Protection:** Personal data collected and processed in relation to this policy is managed in accordance with Unlocking Potential's Data Protection Policy.
- **Policy Status:** This policy is not a contractual term of employment, and it may be varied by UP at any time

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1. Introduction

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

- School Admissions Code 2021
- School Admission Appeals Code

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Our School

The Corner School is an independent primary school for pupils with SEMH as their primary need and additional complex needs. All students at The Corner School have been identified with Social, Emotional and Mental Health needs with additional complex needs and health conditions including anxiety, ADHD, ASD, PDA, OCD, ODD, Adverse Childhood Experiences (ACEs), attachment difficulties, developmental trauma or delay, speech and language difficulties and learning difficulties, but this list is not exhaustive. Many of our pupils will display some challenging behaviour.

Year groups

We accept referrals for children in Years 1 – 6. We do not have provision for children in the Early Years Foundation Stage or Years 7 – 13.

Education Health and Care Plans (EHCP)

All pupils at The Corner School have an EHCP due to their complex needs. We do not accept referrals for pupils who are not in receipt of an EHCP.

Placement funding

Pupils' annual fees are funded by the Local Authority SEN team where the pupil resides. Consideration may be made for direct referrals from families who wish to fund the placement themselves, but this occurs very rarely.

Starting dates for new admissions

The Corner School understands the high demand for SEMH school places and therefore considers referrals and consultations from Local Authorities at any time of the year. Pupils are admitted throughout the academic school year. The number of places available will depend on the school's capacity at the time a consultation is received.

Referrals

Referrals and consultations for placement at The Corner School should be emailed to our Office Manager at info@thecornerschool.org.uk.

3. Selection Criteria & Allocation of Places

Selection criteria

Places are offered based on the following criteria:

- The referred pupil has an Educational, Health and Care Plan which states a primary need/diagnosis of Social, Emotional, Mental Health (SEMH)
- Whether the school can meet the Social, Emotional, Mental Health (SEMH) and academic needs of the pupil
- If a place is potentially available in the class the pupil would be best suited to, based on their year group, academic ability/level and additional needs
- Whether admission of the pupil would be detrimental and incompatible with the provision and efficient education of the children currently on roll in their relevant class

Referrals prioritisation

Consultations and referrals for placement at The Corner School are responded to in the order that they are received. Assessments are conducted in the order that the LA gives approval for the school to contact the pupil's current provision and parent/carers.

Looked After Children

Looked After Children are given priority if they have an EHCP with a primary need of SEMH.

Siblings

Priority is not given to referrals received for children who have a sibling on roll at the school.

Allocation of Places

Places are offered on completion of a full assessment and confirmation that The Corner School is able to meet the needs of the referred pupil, according to the order in which assessments have been completed. A Placement Offer letter is sent to the Local Authority SEN team.

In the event that two or more consultations are competing for a single place, the place will be allocated to the first acceptance of an Offer Placement and fees received by The Corner School from the Local Authority.

4. Admissions & Assessment Process

The Corner School admissions process is outlined below. It takes an average of 2-3 weeks to complete the assessment process from referral to a Placement Offer letter being sent to the Local Authority; assuming there are no delays from the pupil's current provision, the parent/carer, or LA SEN team. No fee is charged for the assessment process.

Initial enquiries

We welcome enquiries from parent/carers and Local Authority SEN casework officers. Our Office Manager will answer any questions regarding the school and explain the admissions process further in order for the

parent/carer or casework officer to make an informed decision before a referral is made to the school. A parent/carer will be advised to consult their Local Authority SEN casework officer if they would like their child to be referred to The Corner School.

Formal consultation

If the Local Authority SEN team agrees that The Corner School may be the right provision for a pupil, they will send a written consultation for placement at The Corner School with the child's EHCP and any relevant supporting papers.

Full assessment process

On receipt of the consultation for placement at The Corner School from the LA SEN team, the Office Manager will collate the EHCP and supporting papers for the Headteacher to assess. If an appropriate place is potentially available, we will seek approval from the LA SEN team to proceed to the next stage of the assessment process. We aim to do this within 10 days of receipt of the referral, depending on the volume of consultations being received at that time.

On approval from the LA SEN team to proceed, the school will contact the current provision/s of the referred pupil to arrange an assessment of the pupil in their current provision. The Headteacher will conduct the assessment of the potential pupil in their current provision and meet with the professionals who work with the pupil.

Home visit

Following the assessment at the potential pupil's current provision, the Office Manager will contact the parent/carer to arrange a home visit. The Headteacher and Corner School Complex Case Therapist will then visit the parent/carer and potential pupil at their home to gain a better understanding of the pupil's needs and to assess the pupil in their home setting.

Visit to The Corner School

On completion of the current provision assessment and home visit, the parent/carer and potential pupil will be invited to visit The Corner School, to meet the staff and pupils at the school and to give the parent/carer the opportunity to see if they feel the school is the right fit for their child.

Completion of Assessment process

Once the above process is complete the Headteacher will seek the views of The Corner School staff and therapeutic team, the parent/carer/child, and collate input from the EHCP analysis, home visit and current provision assessment. The Headteacher will then conclude whether The Corner School can meet the pupil's needs and whether a place can be offered.

5. Placement Offer to the Local Authority

Placement Offer to the Local Authority

If a place can be offered, the parent/carer will be informed, and the Office Manager will send a Placement Offer letter to the Local Authority SEN team. The letter will include information on how the child's needs will be met, the staffing levels and therapies that will be provided and the cost of the potential placement,

and any other important information. It will be explained to the parent/carer that the final decision on acceptance of the offer of placement lies with the Local Authority SEN team.

Local Authority response to Placement Offer letter

The LA SEN team will then decide whether to accept the Placement Offer, including its terms, and fund the placement or not, and they will inform The Corner School and parent/carer within the timeframe given by the school in the Placement Offer letter.

Placement Contract

The Corner School uses the National Association of Special Schools (NASS) contract, which we understand is the Contract used by the majority of Local Authorities. If a Local Authority wishes to use an alternative contract The Corner School will evaluate this and discuss with the Local Authority if appropriate.

The contractual terms for each pupil comprise the standard NASS contract terms, plus any terms specified in the Placement Offer letter for each individual pupil. In the unlikely event that there is any conflict between the NASS terms and the terms stated in the Placement Offer letter, then the terms of the Placement Offer letter will apply.

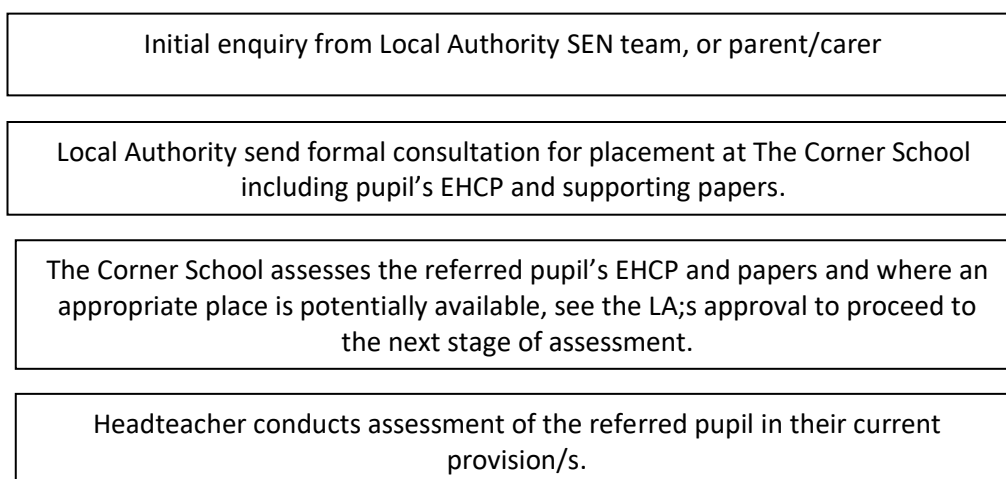
Placement Offer acceptance by Local Authority

On receipt of acceptance of a Placement Offer from the Local Authority SEN team, the Office Manager will contact the parent/carer to confirm the start date and explain the transition arrangements and consent forms required prior to the pupil starting at The Corner School.

6. Key Stage Transfers

When a pupil approaches the end of Key Stage 1, a place at The Corner School is automatically reserved in Key Stage 2, unless an alternative plan has been decided by the Local Authority, or unless we have stated that the School can no longer meet the pupil's needs. This decision will normally be made through the Annual Review process.

7. Appendix: Admissions Procedure Flow Chart



Headteacher and Corner School Complex Case Therapist conduct home visit with parent/carer and referred pupil.

Parent/carer and referred pupil visit The Corner School to meet staff and pupils at the school and gain a better understanding of the school environment.

Headteacher seeks views of Corner School staff and therapeutic team, the parent/carer/child, collates input from the EHCP analysis, home visit and current provision assessment and concludes whether The Corner School can meet the pupil's needs and whether a place can be offered.

If place can be offered, Office Manager sends Placement Offer letter sent to LA SEN team and informs parent/carer.

Local Authority SEN team responds to in required timeframe to accept Placement Offer and funds placement, or not.