



The Stable School Admissions & Exit Policy

The Stable School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Owner: Melrose Education Limited

The Stable School Senior Leadership Team have overall responsibility for this policy.

This policy can be made available in larger print or more accessible format if required.

Date Created	Date 1st Review Due	Date Reviewed	Version	Next Review Due
Sept 2019	July 2020		1	
		June 2020	2	July 2021
		July 2021	3	July 2022
		April 2022	4	July 2024



Introduction

The Stable School is a specialist Independent Day School for boys/girls aged 6 to 16 years. School has a maximum admission number of 65 pupils. Our school is spread across 2 campuses' known as the Barn and the Gate House. All children and young people placed at Stable have social, emotional and mental health barriers to learning.

The aims of this policy are:

- to set selection criteria and procedures that are fair to all applicants. No applicant will be treated less favourably during the application process on the grounds of their skin colour, race, ethnic or national origin, gender, gender reassignment, religious faith or belief, sexual orientation, socio-economic group, pregnancy and maternity, disability, or special educational needs.
- to identify applicants whose academic and other abilities appear to match the ethos and standards of the schools and whose personal qualities suggest they have the potential to contribute sufficiently to the school's community and benefit from the many opportunities that are offered to them.
- to comply with the schools' obligations under the Equality Act 2010.

Conditions of Admission

It is a condition for admission that: -

- all applicants meet the selection criteria for admission.
- any conditions of entry to the school are fulfilled.
- the applicant is of appropriate age and need.

Selection

Pupils may enter the school between ages 6-16 providing there is a space in an appropriate mentor group.

Pupils must have an Education, Health or Care Plan or have a statutory EHC needs assessment approaching its conclusion.

Referrals for admission must come from a Local Authority and follow statutory SEND formal consultation process. Parents/Carers and others are not able to directly commission placements.

Admission of any pupil must be compatible with the efficient education of others, or the efficient use of resources. Efficient education means providing a suitable, appropriate education in terms of age, ability, aptitude and any special educational needs they may have.

Pupils must have social, emotional and mental health barriers to learning that prevent them from being successful in a mainstream setting.

Pupils will normally be of mainstream academic ability.



Where placement at the Stable School is being considered, Parents/Carers and professionals are invited to visit the school (if possible) and meet with the Principal or their nominated representative.

The admissions procedure

The first step towards admission is for a Local Authority to send school a formal statutory placement consultation. On receipt the Head of Policy and Monitoring will review the application and offer the Local Authority a view on placement appropriateness and placement availability.

When considering appropriateness, the following factors will be taken into consideration:

- Is the pupil of appropriate age to be placed (aged 6 to 16)?
- Is the request for access to day placement (school does not offer residential provision)?
- Does the pupil have social, emotional and mental health barriers to progress?
- Does the pupil have a learning difficulty?

When considering availability, the following factors will be taken into consideration:

- Has school reached its maximum admission number of 65?
- Is there a space in the appropriate mentor group? Mentor group appropriateness is determined by both age and needs.

If a pupil is not considered appropriate and/or school do not have placement availability, then the Local Authority will be advised that admission cannot proceed.

It should be noted that the Local Authority can only place a young person at the Stable School with an offer of placement from school – they are unable to legally progression admission without this.

School is often oversubscribed and receives substantial numbers of referrals for placement which far outweigh placement availability. Where school has placement availability and multiple appropriate referrals it will also consider the following factors to determine any placement offer:

- Is the pupil currently accessing a school place?
- Is the pupil currently accessing alternative provision?
- Does the pupil have a challenging family/care background?
- Are the pupils' parents supportive of the school place and will engage with the school to ensure the placement is a success?
- Is the pupil subject to a Care Order, Child in Need Plan, Special Guardianship Order or similar?
- Is the pupil adopted?

Where school is oversubscribed, it will always seek to offer any placement availability it does have to those who are most vulnerable and/or in the greatest need.

Members of the Schools Senior Leadership Team will meet as required to determine placement offers. All offers made will be done so with the consent of the Head Teacher.



Where an offer of placement is made to the Local Authority, planning for admission cannot commence until such time as the Local Authority confirm they will commission placement.

Where an offer of placement is made to the Local Authority which they choose not to commission, school will immediately seek to offer this placement to another.

School will give any request for shared placement careful consideration. Shared placement means that a young person would access learning with Stable School and another educational provider. Such requests are not common and will be considered based on individual circumstance. Because the Stable School is a small setting it is likely that any shared placement would require agreement from the Local Authority to provide full fees regardless of the time each week the young person would spend at our school.

Planning for admission

Where an offer of placement is accepted by the Local Authority, school will immediately move to confirm an admission date. School will also begin planning for the transition into school – such planning will involve parents/carers, the Local Authority, any relevant professionals involved and any existing educational provider.

The young person's current or most recent educational provider must ensure that CTF and Pupil files are sent to Stable and received prior to admission.

Stable School will send the young person and their family a pre-admission welcome pack. This will include forms relating to things such as emergency contacts and medical history which must be completed and returned prior to admission. The Stable School can support parents/carers with completion of pre-admission forms where appropriate.

School will prepare a timetable of provision for the young person and will provide this to them before the day of admission.

School does not require its pupils to wear uniform but all clothing must be appropriate for a school day - school staff will provide guidance for parents/carers prior to admission.

It may be appropriate for some young people to commence placement at Stable on a part time basis and then move towards full time attendance. School will explore if such an arrangement is needed with parents/carers and other relevant professionals prior to admission. Where this is necessary a plan will be put in place with to document expected steps and timescales for achievement of full-time attendance. It is anticipated that full-time attendance would normally be achieved within 6 weeks and ideally within a month of admission. The Local Authority must fund a full-time place during any period of part time attendance.

Re-entry into mainstream school

It is always our aim at The Stable school for our young people to be able to successfully return in full or in part to a mainstream school that is local to their home address. Any such plans will be explored through statutory EHC Plan Annual Review process and will need agreement to proceed from the Local Authority.



To remove barriers to a return to mainstream, Stable School have put the following measures in place:

- We take account of and work broadly in line with the national curriculum in our core subjects.
- We ensure coverage of subjects is in line with the national curriculum particularly in KS4.
- We encourage pupils, when ready to socialise with different pupils in the school other than those in their peer group.
- Pupils will be supported to find ways to deal with their anxieties, and other barriers to learning, using transferable skills and strategies that will set them up for life in 'the real world'.

As indicated above, any such discussion with young people, parents/carers and the Local Authority will take place at Annual Review. Where a plan is agreed to return a young person to mainstream, this should happen at an appropriate point in the school year – the end of the academic year is normally the best time for a managed move back into mainstream to begin but all decisions will be made based on individual circumstance.

Special Needs and Disabilities

The school welcomes all applicants irrespective of need and/or disabilities. It should however be noted that its facilities (physical and otherwise) for pupils with significant physical disabilities are currently limited. The school will do all that is reasonable to comply with the Equality Act 2010 and make any reasonable adjustments to meet needs.

The school will do all that is reasonable to ensure the application procedure (and any information about the school) is accessible for all and will make reasonable adjustments as necessary. (See Accessibility Plan).

Parents must inform the school when submitting a Registration Form of any special circumstances which may affect their child's performance and ability to fully participate in the education provided by the school.

Parents of disabled young people may be invited to a preliminary meeting with the Head teacher or their nominated representative to discuss ways in which any disadvantages could be lessened or eliminated, and the young person adequately catered for should an offer of a placement be made. The school may request further information from parents/carers, Local Authority, exiting school and professionals involved to ensure it is able to make a fair assessment.

Before admission has been agreed, if after reasonable adjustments have been considered, the school is unable to adequately cater for the needs of young person with a disability, the Local Authority will be informed why an offer of placement will not be made.

If an applicant's disability becomes apparent after admission, the school will consult with parents/carers about what reasonable adjustments can be made in order to allow the child to continue at the school. If, after reasonable adjustments have been considered, the school is unable



to adequately cater for and meet the needs of the pupil then an Annual Review of the young person's EHC Plan will be initiated to explore the continued appropriateness of placement.

Complaints & Appeals

Should the Local Authority believe school have made incorrect judgements about appropriateness or placement availability they may contact the Head of Policy and Monitoring for further discussion. If the Local Authority remain unhappy, they can make further representations to the Principal or make a formal complaint using school's complaint process.

Parents/Carers have no right of complaint or appeal through school but can contact school to obtain further information regarding why a judgement might have been made if they would find it helpful to do so.

Where a dispute regarding admissions cannot be resolved through discussion with the Principal or their nominated representative, the school's complaint procedure should be followed.

The Principal's decision is final and there is no formal right of appeal within school process or to an external body.

As already indicated, the school will do all that is reasonable to comply with the Equality Act 2010 and make any reasonable adjustments to meet needs. If an individual feels they have been discriminated against they should explore if they wish to make a complaint and refer to the Equality Act 2010 and related guidance for further information.