



Embracing Empathy | Achieving Excellence | Unlocking Opportunities

## Admissions Policy

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| <b>Date</b>   |  |
| <b>Signed</b> |  |



## ADMISSIONS TO REDBOURN PARK SCHOOL

The admissions procedure to Redbourn Park School is simple with a few clear stages. We have two sites and the current capacity is at each 12 and we are registered for ages 7-14. We would consider all referrals but maintain we are a school for children with ASD and complex needs and hold this in mind at all times when considering referrals.

## REFERRALS

Referrals should be made to the head teacher by post at Redbourn Park School, via email at [head@redbournpark.co.uk](mailto:head@redbournpark.co.uk).

## STANDARD REFERRALS AND ADMISSIONS PROCESS

The key to the process is to identify strengths and needs of the child and ensure that Redbourn Park School is the appropriate placement. The senior leadership team will consider:

- SEN requirements
- Emotional & behaviour needs
- Current attainment and predicted progress
- Social and communication skills (and how they will blend with other pupils)

The process for this consideration is:

- The head will receive a referral in writing to be considered. This may be in the form of a letter and will often include a pupil's EHCP and relevant documents to allow the school to fully consider whether the school can meet the child's needs. Families may or may not be involved or consulted at this point.
- If the school feels they can meet the child's needs and an appropriate placement is available, the school will seek to contact the family and arrange a meeting (or at least conversation) with the child, family and/or relevant professionals to consider the potential placement, support required and gather any information required to evaluate the likely success of the placement.
- If positive, the school will make an offer of placement to the placing authority or person, offering a funding band and a transition pathway that would support the success of the placement.
- It is then up to the placing authority and the family to accept and agree the placement and funding.
- Once agreed, the transition pathway is then organised and actioned

## DIRECT REFERRALS AND ADMISSIONS FROM OTHER SCHOOLS

Direct referrals are considered, including on a temporary basis, from schools and other settings.

## DIRECT REFERRALS AND ADMISSIONS FROM FAMILIES

Direct referrals are not currently considered from private, fee-paying families. Interested families who do not wish their child to be placed through their local authority should contact the Head Teacher. For private referrals the citizen seeking and funding the placement is considered the placing authority.

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| <b>Last Review</b> | August 2024 | <b>Next Review</b> | August 2026 | <b>Owner</b> | Head Teacher |
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