

**Red Rose School Cardiff Limited**

**Admissions Policy**

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| Policy Details |
| Author: Liz Nihan |
| Date effective from: April 2021 |
| Next review date: April 2022 |
| Person responsible for review: Liz Nihan |

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When a place becomes available, we will invite the parents/carers to a second visit, accompanied by the young person, to view the school and meet with school staff. This will be followed up by a request to the Local Authority for the young person’s Statement and any other information. We will also contact the previous school placement to gather further information. During this visit we will explore in more detail the requirements and needs of the young person and why earlier provisions have not been successful. We will also explore the views of the young person, both their challenges and aspirations.  Following their initial visit, each child will be invited to join the other students at the school for taster sessions. This will allow all parties concerned to find out more about each other. Having completed these sessions, the parents/carers will again meet with school staff to discuss the placement. At this stage a conditional offer of place at Red Rose School may be made to the parents/carers. Conditional offers will be subject to agreed funding via the parents/carers themselves or the local education authority.  If parents /carers wish to proceed with admission, the Reflection Period will be explained to them. This is a three month period in which the pupil attends Red Rose School, transition may be part-time, and during which all parties can assess suitability. The number of sessions attended will be agreed dependent upon whether the pupils have been in school prior to placement or receiving home tuition. Hours will increase at a rate that the pupil can manage successfully and this is always pupil led. The Reflection Period may include review meetings for school, parents/carers and the pupil. If Parents/carers are in agreement with this process, they will be asked to complete a Pupil Information Form and all parties will read, agree and sign a Home/School/Pupil Agreement.  At this stage, parents/carers will also receive a copy of key information from the school regarding the following:   * Daily Routines * Uniform * Absence Routines * Behaviour Policy * Positive Handling Policy   All paperwork must be completed to confirm a place and set the start date for the Reflection Period.  All further policies are available from the school on request, including but not limited to:   * Safeguarding Learners Policy * Anti-bullying Policy * Educational Visits Policy * Complaints Policy * Curriculum Policy * First Aid Policy * Health and Safety Policy * Additional Learning Needs Policy   If you require any other information, please contact the school.  Each case is different, but as inferred above, many of our prospective pupils have been outside of mainstream education for some time before coming to us. With this in mind many pupils will begin Red Rose School on a part time basis and the speed of the transition towards full-time will always be pupil led. Our aim is to build on success and integrate new pupils into full-time education at the earliest opportunity, but always at a speed that they can manage successfully.  Prior to any child starting at Red Rose School, there is an expectation the following documentation is made available to the school from the parents/carers or Local Authority.   * An up to date (within the last 18 months) psychological / educational / clinical assessment report * A copy of the child’s Statement (where relevant) and notes of the last statement review * Previous school reports   A child will not be able to attend the school until these documents have been received.  Where parents are not funding the placement themselves, agreement will need to be sought from the relevant Local Education Authority to support funding. This would normally be as a result of the annual review process.  Once all documents have been received a start date for a child will then be confirmed with parents. A start date is dependent upon arrangements for fees which will either be covered by a Local Education Authority or by parents themselves.  Once the child has been accepted, parents will be asked to keep in close contact with Red Rose School to ensure that the child’s transition to their new school is a smooth one, and to adhere the Home-School Agreement.  Red Rose School will not accept a child from another independent school unless the desired notice has been given at that school and all financial obligations have been fulfilled.  Children may be admitted to Red Rose School at any time during the academic year. However, for practical information gathering, applications, regardless of when they are made, can only be considered during term time and not during school holidays.  **Waiting List** When a waiting list is created, the following will be considered:   * A child whose current placement (elsewhere) has broken down * The age and learning needs of the pupil * A suitable peer group   **Fees** The operation of any specialist educational school with such a high staff / pupil ratio will be reflected in the fees. Due to the differing educational and social needs of each student, Red Rose School does not have a formal fee structure and will provide parent(s) or the local education authority with a precise fee once the individual educational and social needs of their child have been assessed and agreed.  Term fees are to be paid in full no later than four weeks prior to the commencement of each of the School’s three terms per year. | |