

Admissions Policy

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Reviewed By	Headteacher		
Approval by Governing Body	Danuta Tomasz		
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Introduction

Pathways Education studio is an independent day school for boys and girls aged 9-14 years old. The school's capacity is 12 young persons and caters for young people with mild to moderate learning difficulties with Sensory, Communication and Cognition Social, Emotional and Mental Health.

Aims

- Set selection criteria and procedures that are fair to all applicants. No applicant will be treated less favourably during the application process or during assessment 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.

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

Admissions Criteria

- Mild to moderate Learning Difficulties that compromise access to learning and social context and Sensory, Communication and Cognition Social, Emotional and Mental Health

WE CAN DELIVER THERAPEUTIC AND EDUCATIONAL OUTCOMES FOR YOUNG PEOPLE WITH ONE OR MORE OF THE FOLLOWING NEEDS:

- Neurodevelopmental trauma • Mild pre-birth trauma compromising process needs • Language and communication need that has led to social isolation in school • Layered processing needs • Anxiety • Attachment disorder • Adverse Young personhood Experiences • OCD • PTSD • School phobia

Pathways Education is unable to support and educate young people with the following needs: • Complex physical and sensory needs. • Students whose needs can be met in traditional SEND settings. • Complex ASD • Students who are more than 2 years below expected outcome • Severe levels of the above • Schizophrenia • Psychosis • Severe personality disorders • Students that require physical intervention to support their presenting needs

Conditions of Admission

- All applicants meet the selection criteria for admission.
- Any conditions of entry to Pathways Education studio are fulfilled.
- The applicant is of appropriate age and maturity.
- Pathways Education studio can adequately cater for and meet the needs of any disability and/or special educational needs.
- Admission to Pathways Education studio is at the Headteacher's discretion.
- We are unable to accept young people who have a pattern of aggressive or violent behaviour

Selection

The selection criteria for entry to the Pathways Education is fair to all applicants and entails:

- Satisfactory reference from the applicant's current School/Local Authority (if any).
- An interview with the Headteacher to ensure the applicant has the potential to contribute and benefit from school life and educational opportunities offered by Pathways Education.

Admissions procedure

Young persons may enter the Pathways Education studio between the ages of 9 and 14 providing there is a space in the appropriate class/group.

The admissions procedure is as follows:

1. Families or Local Authority can refer a young person via phone or email (admissions@pathways-ed.org)
2. Once an official request has been made, Pathways will ask for relevant documentation and Education Health Care Plans from the relevant Local Authority or from families.
3. Young persons, families and/or Local Authority Education case workers are welcome to visit Pathways or participate in an initial conversation with the Headteacher.
4. The Headteacher will then review the documents and information gathered from the initial enquiry to determine whether the provision is suitable for the young person. Documentation required may include:
 - the young person's EHC Plan
 - all relevant medical information
 - any reports from the young person's previous school
 - any reports from other professionals who have been involved with the young person.
5. The DSL, Deputy DSL and social worker and/or LADO are involved if there are any social care issues, if the young person is Looked After (LAC) or if there are any Safeguarding or Child Protection (CP) concerns.
6. The Head will lead any liaisons about the young person and any special arrangements, i.e. therapy offers, to ensure that they can be met.
7. During this period, Pathways will contact the family to arrange visits to the school and/or home visits, if deemed more appropriate, and conduct an academic assessment as part of the admissions process.

8. Once the documentation has been reviewed, and any follow up information sourced and considered, families will be informed within 12 working days whether the Pathways' structure can potentially meet the needs and deliver outcomes against EHCP.
9. Recommendation as to whether Pathways can meet needs based on EHCP reports and Annual Reviews is made by the Head Teacher.
10. If a place is offered, consideration will be given to the next step, which might include:
 - a full-time placement
 - an assessment placement (funded by LA or parents) which can, in some cases, be up to 12 weeks
 - dual roll placement for agreed days and timespan
11. This offer is extended to the LA and family via email.
12. Once the offer has been accepted the Head will negotiate the appropriate start date with the Case Officer and family.
13. When the start date has been confirmed by the LA and family, the parents/carers will need to arrange transport with the relevant council. This can take up to 10 days with some councils.
14. We will request: a confirmation that Pathways has been named as the educational provision from the Local Authority; CTF and any other young person files from the young person's previous school; and we will require parents/carers and young people to complete registration forms in order to create an account on our School Management System, and provide consent for activities/trips/medication/photos, etc.
15. Meanwhile we will be working on a bespoke personalised transition plan for the young person to ensure their start with Pathways is as successful as possible and that their future destinations are identified as soon as appropriate.
16. Within the first week of admission into Pathways Education studio, each new young person will receive their timetable and computer login and email details so that they are fully prepared for their time with Pathways.

Special Needs and Disabilities

Pathways Education welcomes all applicants irrespective of any learning needs and/or disabilities. However, its facilities (physical and otherwise) for young persons with significant learning difficulties and/or physical disabilities are currently limited. Pathways Education will do all that is reasonable to comply with the Equality Act 2010 so that Pathways Education may accommodate the needs of disabled applicants for which, with reasonable adjustments, Pathways Education can cater adequately. Pathways Education will do all that is reasonable to ensure the application procedure (and any information about the school) is accessible for disabled applicants and will make such reasonable adjustments as necessary. (See Accessibility Plan)

Parents must inform the school when submitting a Registration Form of any special circumstances relating to their young person which may affect their young person's performance in the admissions process and ability to fully participate in the education provided by Pathways Education. Parents of disabled young person may be invited to a preliminary meeting with the Headteacher to discuss ways in which any disadvantages could be lessened or eliminated from the admissions process and to ensure that the applicant can be adequately catered for should an offer of a place be made. The school may request further information, such as a medical certificate or educational psychologist's report, and any associated correspondence from the young person's current school that Pathways Education considers necessary to make a fair assessment.

If, after reasonable adjustments have been considered, the School is unable to adequately cater for the needs of those young persons with disabilities, parents will be informed why an offer will not be made.

If an applicant's disability becomes apparent after admission, Pathways Education will consult with parents about what reasonable adjustments, if any, can be made in order to allow the young person to continue at the school. If, after reasonable adjustments have been considered, Pathways Education is unable to adequately cater for and meet the needs of the young person, the Headteacher may request parents to withdraw their young person.

Complaints

In the event of any dispute regarding admissions, parents are referred to the Complaints Procedure, which can be made available upon written request.

Appendix: Admissions Process

Families and Local Authority Education caseworkers can get in touch for an initial discussion and are welcome to arrange a visit to Pathways studio at Sundial Stables in Churt.

Students will be considered once we are in receipt of: Copies of relevant documentation, including EHCP ; Prior education paperwork including attendance and attainment ; Any information pertaining to additional external stakeholders, such as social care, CAMHS, etc.

We assess suitability by: Reviewing all paperwork and sourcing any other additional information required (this could be an academic assessment) ; Observations of student (onsite and/or at home)

Families and Local Authorities will be informed normally within 12 working days if we feel Pathway's structure can meet the needs and deliver outcomes and put forward a placement offer.

Pathways will negotiate with the Case Officer and family (where appropriate) start dates and core fee model.