

## Admissions Policy

<b>Review Date</b>	October 2023	<b>Next Review by Date</b>	October 2024
<b>Reviewed By</b>	Headteacher		
<b>Approved by Governing Body</b>	December 2023		

### Rationale

Pathways Education is an independent day school for boys and girls aged 9-14 years old. The school's current PAN is 12. These arrangements are in line with the School Admissions Code 2021 and designed to ensure there is a fair admissions procedure for all applicants.

### Aims

- To ensure that the selection criteria and procedures 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.

## **Student Profile**

Pathways Education is a school for young people who have emotional, communication and interaction difficulties and current low attainment due to being 'out of education' for at least two terms or more. They may:

- Frequently present with anxiety and/or avoidance behaviours which may limit their access formal education.
- Have significant gaps in their learning and low attainment as a result of lack of engagement with education or a school setting.
- Have adverse childhood experiences due to poor/inconsistent educational experiences.
- Is 'at risk' of becoming a NEET (Not in education, employment or training)

(Severe attendance, categorised by the DfE, is when the pupil's overall absence rate is at 50% or higher. 'At risk' refers to the students whose absence falls below severe attendance)

All students must have an Education and Health Care Plans (EHCP).

## Admissions Criteria

We can deliver therapeutic and educational outcomes for young people with one or more of the following needs:

- Speech, language and communication difficulties
- ASD
- Specific learning difficulties, such as dyslexia
- Developmental co- ordination disorders
- Anxiety
- ADD
- Neurodevelopmental trauma
- Layered processing needs
- Attachment disorder
- Adverse Young Experiences
- OCD
- PTSD
- School phobia

## Conditions of Admission

- All applicants meet the selection criteria for admission.
- Any conditions of entry to Pathways Education are fulfilled.
- The applicant is of appropriate age.
- The school can adequately cater for and meet the needs of any disability and/or special educational needs.

- The school has the trust and confidence of parents/carers and can rely on their reasonable cooperation.

Due to the nature of the school day, size and staffing levels. We are unable to cater for young people who require constant individual supervision or children with very aggressive, violent or sexualised behaviour. Examples of needs that cannot be met as follows:

- Complex physical and sensory needs.
- Complex ASD
- Are cognitively significantly below expected outcomes
- Severe levels of the above
- Schizophrenia
- Psychosis
- Severe personality disorders
- Require regular physical intervention to support their presenting needs

#### **In-year admissions**

- We accept admissions throughout the academic year in line with criteria above.
- The process is the same as illustrated in Appendix 1.

### **Admissions Procedure (Appendix 1)**

Young persons may enter the Pathways Education studio between the ages of 9 to 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](mailto:admissions@pathways-ed.org)). Visits to the school are welcome.
2. Young persons, families and/or Local Authority Education case workers are welcome to visit Pathways or participate in an initial conversation with the Headteacher.
3. 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.
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 and risk 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 15 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, 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.

### **Next-Steps for 14+**

Students whose 14th birthday falls within the academic year will be supported to transition into the next setting for the following academic year. This will be done in conjunction with the caseworker and parents who would be informed of the need to seek consultations for KS4. The Annual Review that is held that academic would be a placement one so that there is a clear plan of action to support a smooth transition for the young person. We will work with the caseworker to ensure that there is an appropriate plan in place. The normal expectation would be that students leave ready for their placement to start in September.

## 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 applicants with physical needs 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 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 a young person with physical needs 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 most recent 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.

## Monitoring

This policy will be reviewed annually by the Headteacher.

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



## Appendix 1

Families and Local Authority Education caseworkers can get in touch for an initial discussion and are welcome to arrange a visit to the school.



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); Risk Assessments



Families and Local Authorities will be informed normally within 15 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.