



## **Cardrew Court School**

### **Admissions Policy and Procedure**

**Date Last Reviewed: January 2024**

Cardrew Court School is a Proprietor owned Independent Special School  
Cardrew Court School does not have Section 41 status however it welcomes applications for admissions from Local Authorities who will fund pupil's places if they are receipt of an EHC Plan as well as parents/carers who wish to fund placements.

#### **The Admissions Procedure – Local Authority Funded**

- Cardrew Court School receives a referral from a Local Authority and the process of Admission is started by the EHCP Officer.
- Consultations are only accepted for students from Year 3 to Year 11.
- The Headteacher reads the consultation paperwork to ascertain if the pupil's needs can in principle be met by Cardrew Court Schools core offer.
- The EHCP Officer/Headteacher liaises with the Local Authority and with each pupil's current or previous setting to discuss and establish the unique needs of each individual student.
- The EHCP Officer/Headteacher liaises with other external agencies as appropriate such as Social Care, Early Help, the Virtual School, to discuss and establish the unique needs of each individual student. This process can include attending meetings.
- The Headteacher/Deputy Headteacher where possible, will visit the student in their current setting and meet with staff to discuss the pupil's needs.
- If there is an agreement that Cardrew Court School can meet the pupils' needs and that it is the right environment for the student, the Headteacher will arrange for the parents to visit the school.

- Following this meeting the Headteacher will arrange for a time for the pupil to visit the school with their parent/carer.
- Once the Headteacher has agreed that and agree Cardrew Court School can meet the pupil's needs and that Cardrew Court School is the right environment for the pupil, the Headteacher will formally respond to the LA with a completed Assessment of Need form which details Cardrew Court School's core offer and how it can be adapted to meet the pupil's individual needs.
- Once the LA have agreed to fund a place for the pupil the Headteacher will agree a placement plan, which will be unique for each pupil and their transition needs.
- The Headteacher will ensure all points above are actioned within timescales provided by the Local Authority (although receiving incomplete information from the Local Authority may lead to timescales being extended).
- Once the pupil comes on roll at Cardrew Court School the EHCP Officer will request all remaining necessary paperwork from the pupil's current/previous settings.
- The school will produce a Progress Review document which includes a profile of the pupil, their starting points, needs and EHCP targets to aid dissemination of all relevant information to all school staff. The Designated Safeguarding Lead will provide a safeguarding overview for the pupil including any individual risk assessments.
- The school will host a Placement Plan meeting for parents/carers/pupil/school staff four weeks after the student has started at the school to establish the pupil's needs are being met.
- The Placement Plan meeting is repeated at the end of the first term if appropriate.

### **The Admissions Procedure – Privately Funded Place**

Cardrew Court School accepts requests for admission from parents/carers who wish to fund place themselves

The Headteacher/ Deputy Headteacher will meet with prospective parents to ascertain whether in principle the pupil's needs can be met by the provision within the Cardrew Court School core offer and whether or not there is capacity to admit the child in the relevant year group.

Current Fees are available on request. Our base fee covers the provision within Cardrew Court School's Core Offer and may differ depending on the needs of the pupil

- The Headteacher/Deputy Headteacher where possible, will visit the student in their current setting and meet with staff to discuss the pupil's needs.
- If there is an agreement that Cardrew Court School can meet the pupils' needs and that it is the right environment for the student, the Headteacher will arrange for the parents to visit the school.
- Following this meeting the Headteacher will arrange for a time for the pupil to visit the school with their parent/carer.
- Once the Headteacher has agreed that Cardrew Court School can meet the pupil's needs and that Cardrew Court School is the right environment for the pupil, the Headteacher will formally respond to the parent Need detailing Cardrew Court School's core offer .
- The Headteacher then arranges a placement plan meeting, which will be unique for each pupil and their transition needs. Prior to this meeting parents will be required to sign the registration form and parent-school contract.

- Once the pupil comes on roll at Cardrew Court School the EHCP Officer will request all remaining necessary paperwork from the pupil's current/previous settings.
- The school will produce a Progress Review document which includes a profile of the pupil, their starting points, needs and EHCP targets to aid dissemination of all relevant information to all school staff. The Designated Safeguarding Lead will provide a safeguarding overview for the pupil including any individual risk assessments.
- The school will host an additional Placement Plan meeting for parents/carers/pupil/school staff four weeks after the student has started at the school to establish the pupil's needs are being met.
- The Placement Plan meeting is repeated at the end of the first term if appropriate.