

Admissions Policy White House School

Policy Reference:	WHS1
Version Number:	11
Applies to:	Aurora White School
Associated documents:	n/a
Approved by:	Principal
Implementation date:	September 2026
Next review due by:	September 2027
<i>This policy has been reviewed to ensure it promotes safeguarding and does not present barriers to participation or disadvantage any protected groups</i>	

Changes this version:

- Separation of a joint school policy.

1. Introduction

1.1 Purpose

This document sets out to provide the policy and procedures for a child's admission to Aurora White House School.

2. Scope

This policy is for all stakeholders: Staff, children, Parents and Carers, Local Authorities

3. Policy Statement

- It is the policy of the school to assess children providing the child is age appropriate and the information suggests that the prospective child would benefit from what the school has to offer.
- The school offers support for those with social and communication difficulties and associated behavioural difficulties. We also offer support for those children with learning difficulties who may or may not have co-occurring conditions.
- Admission is usually by assessment and taster sessions with school staff. Both assessment and taster sessions are to ascertain suitability. We may include a visit to the current setting by colleagues as part of the process.
- Children whose primary need is SEMH will not usually have their referral considered unless they display co-occurring educational needs.
- A decision to offer a place at the school will usually be made by the collective admissions panel and, if necessary, in consultation with other relevant staff following the admission process of assessment and taster sessions. Final decisions are made by the Headteacher, in consultation with the Principal.
- An offer of a place will be made providing the child's presence at the school will not be detrimental to the education or social wellbeing of other children in the school and that the school is able to meet the specific needs of the child.
- Children may have an Individual Risk Assessment in place prior to their start date. One will be in place once their individual needs are fully identified, for example, support with personal care and social interaction.
- Once an offer of a place is made and accepted the parents will be asked to complete the admission form pack. This pack provides information to move the admission process forward as well as uniform lists, the parent/school contract and school rules etc.
- The school will then confirm in writing the acceptance of the child on roll. Information regarding start dates and the first day will be given in a timely manner.
- Our admission process will recognise British Values and Cultural, religious and ethnic diversities.
- Admission flow chart provided below.
- For children leaving the school, all destination data will be recorded on the MIS.

4. Roles & Responsibilities & Implementation

The Admission Team to include the Headteacher, Clinical Lead, SENCOs, Administrator, Designated Safeguarding Lead, Engagement Lead (where necessary) and Principal are responsible for the implementation of this policy.

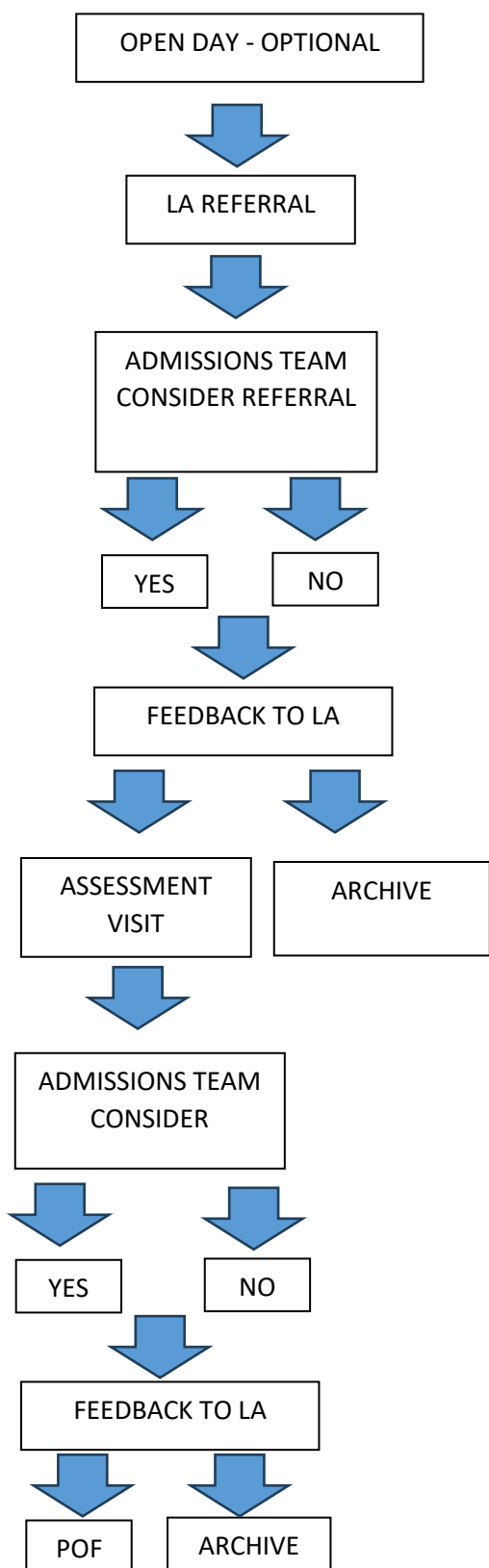
5. Support, Advice and Communication

For help and advice regarding this policy please contact the Principal.

6. Review

Annually by SLT.

Appendix 1: Admissions Flow chart from initial referral to agreed funding



Appendix 2: Admissions Flow chart from agreed funding to start date

