



SCHOOL ADMISSIONS POLICY

Approved by: Judy Packham	Date: 02/09/2024
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Last reviewed on: 30/08/2024

Next review due by: 30/08/2025

Springboard Education is registered with the DFE to admit up to 25 students from the ages of 11 to 18. The primary criteria for admission are two-fold;

- 1) That we are able to meet the needs of the student to a high standard
- 2) That the education of the existing students will not be adversely affected by admitting the new student

Students who are looked after CLA/CiC may be prioritised if we can meet their needs, as we have particular expertise in liaising with and supporting foster carers and children's homes.

Following a successful tender process to become preferred providers, admissions are made for West Sussex and Kent students according to the Dynamic Placement System procedure, in the categories of ASC, BESD and MLD, SPLD, ADHD, ODD, and ADD

Students from East Sussex and Brighton & Hove are referred more informally, but all are subject to our rigorous initial procedures which are consistent to all new referrals:

As with all referrals, on receiving the referral paperwork and supporting information, the staff team assess initial suitability; if we feel we may be able to match the individual's needs we first seek to arrange a meeting with the student and parent or carer. If this is not appropriate, views are sought over the phone with the offer of a visit at their convenience.

We always prefer the meeting to be at our school where there is an opportunity to see the facilities and meet other members of staff on an informal level; an initial home visit may be arranged if we and parent or carer feel it appropriate. This is discussed in an initial phone call.

The Head Teacher, SENCo or School Senior Leader always outlines what we offer, giving an overview of our systems and our expectations. We enquire about the student's strengths and weaknesses, previous problem areas/triggers and effective strategies. A discussion about the need for parent/student investment in the placement would also take place.

In preparation and planning for transition we first study paperwork and contact the student's previous/current educational placement, social worker and CAMHS worker where necessary. There is no automatic transfer between Acorn House (formerly Springboard Junior) and Oak House (formerly Springboard Senior) ie. between Key stage 2 to Key stage 3 and 4.

If the student is still at their current educational placement, (or has left), we would also visit or contact them. Having assessed any information* we have been provided with, we would then be able to identify what further assessments and professional advice / information was required by us to work effectively with the individual.

*Springboard will ensure that all current paperwork for the student is received before a final offer of placement is agreed to. Any undisclosed conditions or circumstances which may have been withheld may result in the premature termination of the placement.

Incomplete paperwork from a previous school or the local authority may result in a delay in placement and that vacancy being filled by another applicant.

School will then set up an integration package for the student, which may be phased to allow for a smooth transition. Following a successful and phased integration, the student may be offered a full-time placement.

Following admission, we establish a daily 2 way telephone/e-mail handover routine with the parents. We also maintain contact via our newsletters and blogs, parent consultations, and invitations to school trips/events. Following daily staff briefings staff may make phone calls home for notification of praise, reward or sanction.