



Elemore Hall School

Policy Title	Pupil Admission and Leaving Procedures
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This version	December 2020
Approved by	
To be reviewed by	Curriculum, Standards & ECM Committee
Review Due	December 2022

PUPIL ADMISSION AND LEAVING PROCEDURES

INTRODUCTION

Elemore Hall School believes that sensitive and well planned admission to and leaving from the school are crucial to the success of a placement and future prospects of the young people educated here. A poor introduction and start to the school will be very difficult to overcome in the future. Leaving is also a crucial time for the young people as it is a stepping stone for the next stage of their lives and must also be managed sensitively and appropriately.

STARTING ELEMORE HALL SCHOOL

The process of a pupil entering the school is as follows:

- Initial referral for a pupil is made to the school from the LA. This is in the form of an Education, Care and Health Plan (ECHP), outlining the areas of need and difficulties that the pupil has faced in the past. There should also be any other information relevant to the pupils' placement.
- The school will only accept referrals from SEN Casework at Durham Education
- An 'Admissions Procedure' proforma and file is set up in order to record the stages that a referral goes through.
- The Headteacher and Deputy Head read the EHCP and accompanying notes, to assess appropriateness of the placement. If a pupil appears to be outside the remit of the school or if the school is full in the appropriate year group the consultation document is returned to the LA with reasons for the school not offering a place. Where possible an appropriate alternative placement might be suggested.
- If a referred pupil appears to be appropriate for the school then their papers are passed to the Transition Coordinator who arranges an appointment for the pupil and their parents/carers to visit for a tour of the school.
- During their visit to the school, the pupil and their parents/carers get the opportunity to see all areas, including living units. The young person is engaged as much as possible, to find out their views and feelings, interests and areas of difficulty. Getting to know as much background information about the pupil as possible gives a better chance that a positive start can be made into the school. The tour is usually done by the Transition Coordinator in conjunction with the Deputy Headteacher, though other senior staff members can also fulfil this role – this is not a job for inexperienced staff. During the tour a closer assessment of the pupil and their needs is made, giving a clearer idea of the suitability of the placement.
- At the end of the tour the prospective pupil and their parents/carers will usually spend some time with the Headteacher/Deputy Head to discuss the prospect of placement at the school. If the pupil, parents/carers and school feel that the placement would meet the needs of the pupil then the school will contact SEN to formally offer a place.

If SEN Casework have already agreed a place at Elemore the following steps can be taken on that initial visit, otherwise they would take place once SEN have confirmed the place.

- Parents are asked to complete forms giving the school essential information such as emergency contact numbers and permission forms.
- Whenever possible the parent will be introduced to the Personal Tutor so that this important relationship can be initiated.
- Prospective parents will be provided with a copy of the Statement of Purpose and pupils with a Pupil Guide.
- SEN Casework at County Hall is contacted to confirm a start date for the young person to begin attending the school.
- For pupils who are going to be resident at Elemore Hall, a home visit is arranged with the parents/carer, allowing the school to get a feeling for the home background and also to ascertain medical and social information.
- Files are setup within school, including main school file, casework file, and Personal & Social Skills file. Their details are also added to the main school computerised records system, and the pupil is allocated a user identification for the curriculum network.
- On admission the pupil's details will be added to SIMs, this automatically links with Sleuth and other school systems.
- Pupils will be given three sets of uniform either prior to starting or on their first day.
- Prior to starting school, if appropriate teaching staff are asked for their views on the best teaching group for the pupil to be placed into, in light of the information accumulated. The same procedure is followed for pupils who will be resident to determine the most suitable living unit.
- On arrival at the school, the pupil is greeted by a member of the senior leadership team. They are then introduced to their personal tutor, where possible, or another member of the meet and greet staff who will guide them on what to do in the morning on arrival and introduce them appropriately to other pupils and staff. The pupil is then introduced to their class group.
- During their first day, new pupils will be seen regularly by staff to ensure that they are settling in to school and the routines. At the end of the day this will be checked again and staff will contact home to reassure parents. This on-going support will continue throughout the pupils time at Elemore, although the checking with pupils and contact with parents will become more dependent upon pupil's needs.
- At the end of the first day, the pupil's personal tutor will call home to tell parents how the day has gone and to agree arrangements for further feedback and communication.
- As soon as possible after arrival, pupils will undergo a baseline assessment in all curriculum areas in order for school to identify appropriate targets for development.

LEAVING ELEMORE HALL SCHOOL

It is a feature of the school that at some point all pupils will leave. Reasons for leaving the school are varied and include:- reaching of statutory school leaving age, transfer to another special school, transfer to mainstream school, move away from the area, long term illness or permanent exclusion. Pupils are as well prepared as possible for leaving with the process beginning as soon as they are admitted. This is to try to make the

transition from Elemore Hall as seamless as possible. There are a number of steps which take place, outlined below.

- From Y8 onwards the school Transitions Coordinator will attend Annual Reviews and other meetings to support the planning and arrangements for post-16 provision transition.
- During year 10 the pupil will have the opportunity to have formal interviews with the Transitions Coordinator and support from the LA, discussing the pupil's areas of interest and looking at different routes available to them post 16. Interviews are also held in year 11.
- During years 10 and 11 the pupils have careers based lessons in a number of relevant subjects to give them advice on a variety of skills, including form filling, completing application forms, writing CVs and interview techniques. Careers lessons at Elemore are largely individualised and from the Transitions Coordinator to support pupils in making appropriate choices.
- Pupils will have the opportunity to study for qualifications in most subjects, the nature of the qualifications achieved will allow pupils to move on to different courses post 16.
- All pupils work through a list of personal and social skills during their time at the school that should hopefully lead them to develop greater independence as they move through school.
- If appropriate throughout years 10 and 11 the pupils can spend time in colleges, learning skills and seeing the differences between the more formalised education in school and tertiary education.
- To ease the transition to permanent life at home, and to meet individual needs, the number of nights a pupil is resident is flexible. This allows the number of resident nights to be gradually reduced over time as a full reintegration to their home environment takes place. Whilst residential overnight stays are reduced, they are initially replaced by extended evenings initially. By undergoing this staggered process the impact of the final leaving date is reduced not only for the pupil, but also for the parents/carers of the pupil.
- On leaving Pupils in Year 11 will be presented with their Progress Files. This will be done at the final School Meeting for those who are still attending. GCSE, Certificate of Achievement, etc., will be presented at the Christmas School Meeting when ex-pupils are invited back to the school.
- After leaving most pupils (and their parents) are welcome to contact the school for informal support and encouragement in their new lives (there are some circumstances where this would not be appropriate).
- The Transitions Coordinator will work closely with those about to leave the school and prepare them, their parents/carers and their destination (e.g. education placement, training, work place) for the transition. The Transition Coordinator will try to remain in touch with pupils after they have left the school in order to continue to provide support, encouragement, etc., and to reduce the possibility of a pupil not continuing with their studies, etc. however due to GDPR the school relies on ex-pupils maintaining contact.

December 2020



Elemore Hall School

ADMISSIONS PROCEDURE

NAME
DoB
PREVIOUS SCHOOL

Procedure	By whom	Date	Done
Papers received			
Read by			
Invited for look round			
School Brochure sent to Parents/carers			
Looked round school			
Paperwork and permissions			
Informed SEN Casework			
Personal Tutor & class group identified			
Details put onto SIMs & school systems			
Files constructed			
Admission date confirmed			
Pupil Admitted			
Induction provided			