



**Best Futures School**

*Where Children Come First*

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# Independent School Admissions Policy

Date updated – March 2022  
Lead – Dawn Best  
Status - Current  
Prepared by – Dawn Best  
Review date – March 2024 (In line  
with Gov changes) or sooner if  
legislation is updated

## **1. Purpose**

Best Futures Independent School is a special school which provides placements for primary aged children (5-11 years) in an environment where pupils with Educational and Health Care Plan, Social Emotional Mental Health (SEMH) difficulties can access a specialised and holistic education that aims to develop children in a healthy and balanced manner.

## **2. Scope**

This policy is relevant to all CIC, staff, parents, pupils and local authority representatives who are involved in the admission of a pupil to Best Futures Independent School.

## **3. Introduction**

The school will work in partnership with local authorities and parents / carers to assess the suitability of pupils for a place at the school.

## **4. Equal Opportunities**

The admissions policy will promote equally the rights of all pupils regardless of disability, ethnic background, language, culture, faith and gender.

## **5. Our Admissions Criteria**

We accept consultations from Local Authorities, Schools and Academies. Parents are welcome to visit the school and will be provided with information about the school and are able to fund their own placements.

## **6. Information on the types of Provision**

The school strongly believes in finding the right school for the individual and in all communications will be honest with parents and the local authority in relation to this.

The school will have two types of provision:

1. Provision for pupils with a SEN, EHCP or pupils who have identified SEMH.
2. Provision for pupils who require an assessment of their difficulties: for pupils referred by a local authority, with agreement from Best Futures school, pupil's parents/carer and any person whose advice is to be sought in accordance with regulation 7 of the Education (Special Educational Needs) (England) (Consolidation) Regulations 2001

## **7. Admissions Process**

**7.1.** We are able to give parents information regarding our assessment and admission process on enquiry.

**Note:** the school will take consultations and organise admissions panel at any point in an academic year. Intake is not restricted to September only.

**7.2.** Once a consultation has been received from a LA, an observation of the child will take place either in the current setting along with a discussion with the SENCo or at home if the child is not in education. The paperwork and information from the

observation will then go to a consultation panel and be reviewed by the senior leadership team to assess if we can meet need.

**7.3** Additionally a member of senior leadership will collate the relevant information as follows and any other information that is relevant to a pupils' needs. This will help to inform the consultation panel to enable an accurate assessment as to whether Best Futures is a suitable provision to meet need.

- Whether the child is looked after and if so the name of the contact person and key personnel in the placing authority
- Current educational, health and care plans or relevant SEN needs
- Details of any matter which makes the child particularly vulnerable.
- Current valuing SEND assessment
- Attendance certificates
- Details of any fixed term or permanent exclusions
- Lead person details if children services are in place
- EYFS/NC levels – EYFSP/Key Stage Teacher Assessments

Best Futures Independent School must agree to being named in a pupil's final statement of EHCP, except where they feel the following conditions may apply in line with SEND Code of Practice:

- The school cannot meet the child's SEN
- The placement would be an inefficient use of resources
- The placement would be incompatible with the efficient education of the other children with whom the child will be educated

**7.4.** If Best Futures Independent School is able to meet the child's special educational needs and an offer of a place is given a start date will be sent to the LA. The proposed fee will be provided to the LA. When the LA confirms that the offer of a place is going to be taken up, a national school contract will be agreed and completed between Best Futures School and the LA.

**7.5.** The pre-placement process will typically consist of:

A member of the senior leadership team will meet with parents / carers to

obtain up to date SEN needs information, including but not exclusive to the following areas:

- Previous placement
- Behaviour
- Academic ability
- Religious and cultural needs
- Parents' aspirations for the future / what they want the school to do
- Current multi agency involvement
- Family organisation.
- Health

**7.6** A transition integration plan will then be arranged with the child/parent/carer and current place of education. We recognise the importance of this initial contact with the school and that it should be a positive and successful experience, therefore Best Futures Independent School will be flexible and respond to differing needs where required.

**7.7.** The school must also be satisfied that the parents / carers of the child are supportive of the placement.

**7.8** The parent or LA is responsible for making transport arrangements and will inform the school accordingly.

**7.9** The school will send out an admissions pack which will include information about the school for both parents and pupil.

**7.10** A baseline assessment will commence as soon as a pupil starts school. The length of time required to complete this assessment will vary, but it is usually completed within two months. Parental information, teacher observation and assessments carried out by appropriate professionals will contribute to this process. Pupils support plans will be developed and discussed with parents.

**7.11** All children undergo annual reviews as laid down by the SEN Code of Practice.

## **8. Tribunals**

Although parents can indicate to their local authority the school of preference to be named at section I of their child's Education and Health Care Plan, the authority may not agree with the placement identified. In such circumstances parents have the right of appeal to the First-tier Tribunal (SEN & Disability).

## **9. Private Funding of Places**

Best Futures Independent School is able to offer places to families who wish to independently fund the placement.

## **10. Communication and Confidentiality**

All decisions relating to the proposed placement of any individual are confidential. There will be open and regular communication with relatives, carers and advocates, which acknowledge and respect the needs of each user.

The school will liaise with the local authority to ensure they are kept up to date.

## **11. References**

Department for Education (2001) Special Educational Needs Code of Practice

[School admissions code - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

[SEND code of practice: 0 to 25 years - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

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