



NEWBRIDGE SCHOOL

ADMISSIONS and INDUCTION POLICY 2018-2019

Ratified by Governors: February 2018

Review Date: February 2019

Responsible Person: Assistant Headteacher/SENco



A member of the Advance Trust, a Charity and Company limited by guarantee, registered in England and Wales with company number 8414933 whose registered office is at Vale of Evesham School, Four Pools Lane, Evesham, Worcestershire, WR11 1BN.

Newbridge School Aims and Values:

- **Believe and Belong: Achieve in School, Succeed in Life**
- **“Newbridge – An opportunity for everyone to find their potential; believe in themselves and succeed in life.”**

Context:

Students who have been permanently excluded from their School will be referred to Newbridge Short Stay School by Worcester Children’s Services hard to place exclusions officer.

As a school we recognise that this can be a challenging and stressful time for the young person and their family.

The purpose of the admissions and induction policy is to provide care and support to sensitively help the carer and young person through the transfer process. To ensure that students and their carers receive accurate information and guidance from Newbridge School on their options and choices following the referral.

In this policy we aim to:

- Provide an admission process that is fair and comprehensive.
- Explain the process for admissions so that families and students know what to expect at each stage.
- To support students and their family through the process.
- Explore the reasons for the referral and begin to manage circumstances that resulted in a permanent exclusion.
- Fully explain to parents the responsibilities and duties of a short stay school.
- Fully consult with carers, families and students throughout the process.
- Create and maintain a positive, purposeful working relationship with the student and Carer.

This policy relates to the schools duty to support families and students so that they fully understand and engage in a different school approach. Ensuring everyone understands the relationship between school and other agencies including the social care, health professionals and the police to assess the needs of students who are on roll at Newbridge School.

Process and Procedure: (Appendix 1)

Notification of a permanent exclusion from a local school comes to us via the Worcestershire County Council Portal. This is a secure website to ensure all aspects of data protection are observed.

Newbridge School will respond to the exclusion notice by:

1. Contacting the school from which the student has been excluded to complete the details of the exclusion notification form and review interventions the school has been working on and confirm details for different agencies that may be involved.
2. Contacting the family within 2 days of receipt of this notification (or as soon as contact details can be obtained from the sending school if these are not provided via the documentation on the portal).
3. Arranging for the student and the family to visit Newbridge School (Meet and Greet Meeting)

Meet and Greet Meeting: During this visit families and students will meet with one of the senior leadership team this will provide the Student and Family the opportunity to meet staff and have a tour of the School.

The student and carer will have the opportunity to discuss their options of

- Requesting a return to another mainstream school.
- Applying for alternative provision.
- Registering at Newbridge School.
- Completing their education at Newbridge Short Stay.

Should the circumstances change; Students on role at Newbridge Short Stay can at any time consider and apply for alternative provision.

Following the Meet and Greet session and completion of Induction Paperwork, families will be given 2 days to decide if this placement is appropriate for the student. If this is the case the school will arrange a second visit to include a Person Centred Review (PCR).

The PCR meeting: Is intended to give the family and student the opportunity to discuss and reflect on the on ways to stay safe and strategies that have worked well or not worked in previous settings. The PCR is an essential part creating the right learning environment for the student. The PCR will result in an Action Plan which will be converted into a set of individual targets for the student and school to work towards.

Arrangements will be made for assessments to take place with school based Learning Mentors. These assessments will determine which group the student accesses as part of the main school day. These assessments are important as they will show subsequent progress the child has made. Contribute to an Individual Success Plan and assess GCSE or other accredited qualification pathways a student may take.