



# NEWBRIDGE SCHOOL

## ADMISSIONS and INDUCTION POLICY 2019-2020

**Ratified by Governors:**

**Review Date:** July 2020

**Responsible Person:** Head of School



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:**

“Here at Newbridge, we aim for each student to feel valued and cared for in order to achieve their full potential”

### **Context:**

Students who have been permanently excluded from their School will be referred to Newbridge 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 Newbridge 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 our 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**

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 through the following process:

1. Contact the school from which the student has been excluded to arrange a meeting with our Admissions Officer to complete our Student Details Admissions forms, gather student & safeguarding files & discuss any other relevant matters relating to the student

2. Contact the family within 2 days of receipt of the 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. Arrange for the student and the family to be visited by two staff members (including a learning mentor) from Newbridge School to complete an admissions & induction pack and share relevant information about the student and their view of the recent exclusion
4. Arrange for the student to visit Newbridge to complete an IPCR (Introductory person centered review). Where this is not possible, learning mentors will complete this on a home visit instead. The Introductory Person Centered Review is completed by our learning mentors with the student, parents/carers (and any other appropriate acquaintances). They will discuss family, social and emotional situations, developmental history and any other points which may be relevant to creating a good understanding of the student and their individual circumstances.
5. Arrange for the student to visit Newbridge to complete an EWB (Emotional wellbeing) meeting. Where this is not possible, learning mentors will complete this on a home visit instead. The Emotional Wellbeing meeting is a reflective discussion between a mentor and the student about their views, attitudes, behaviours and previous experiences of school. There is also a discussion around social expectations, rules and boundaries. This process will also involve a reflective questionnaire. The EWB meeting contributes towards setting initial social and emotional targets for the student and the creation of an ISP (Individual Support Plan).
6. Academic baselines and additional assessments will also be conducted in order for us to provide the correct level of learning and to meet the individual needs of the young person. This also enables us to put any additional support into place as required.

The wellbeing and care of our students is paramount. Students are free to request mentoring sessions and will have a Key Adult assigned to speak to once they start in school. Our pastoral team meet weekly to discuss students' needs as they become apparent.