



# Admissions and Induction Policy

Signed:	Mr Ian Enwright
Approved:	03/07/2023
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Staff responsible:	Stacey Neale

## **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 First hard to place exclusions officer.

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

The purpose of the admissions and induction policy is to provide care and support to sensitively help the parent carer and child through the transfer process and to ensure that students and their parent 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, carers and students know what to expect at each stage.
- To support students and their parent carers through the process.
- Explore the reasons for the referral and begin to manage circumstances that resulted in a permanent exclusion.
- Fully explain to parent carers the responsibilities and duties of Newbridge School.
- Fully consult with parent carers and students throughout the process.
- Create and maintain a positive, purposeful working relationship with the student and parent carer.

This policy relates to the school’s 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 Children’s Services 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 complete our Student Admissions forms, gather student & safeguarding files & discuss any other relevant matters relating to the student.
2. Review the students details and offer a school placement at Newbridge School (where appropriate) following discussions at our weekly admissions meeting.
3. Contact the family within 14 days of receipt of the permanent exclusion notification (or as soon as details can be obtained from the sending school if these are not provided via the documentation on the portal).

4. Arrange for the student and parent carer to visit Newbridge to complete an introductory meeting and tour of the school. The introductory meeting is completed by two of our admissions panel staff 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. Upon completion of the introductory meeting and collation of all relevant paperwork, should a placement at Newbridge be deemed in the student's best interests and an appropriate/suitable provision, a transport request will be submitted to Worcester County Council, a start date letter will then be sent to parent carers and the student notifying them of their first expected day at Newbridge School along with their induction time table.
6. Newbridge School will arrange for the student to visit Newbridge to complete academic baselines and assessments in the first instance in order for us to provide the correct level of learning and to meet the individual needs of the student. 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. Our pastoral team meets weekly to discuss students' needs as they become apparent.