

Admissions Policy

**Policy Folder:
Safeguarding**

Document History

Version	Comments/amendments	Name	Date
1	2018 Issued	Lyndsey Jeffries	September 2018
1	Reviewed, no changes	Lyndsey Jeffries	May 2019
2	Added SLT to stage one	Lyndsey Jeffries	May 2020
2	Reviewed, no changes	Lyndsey Jeffries	May 2021
3	Added Head of School title to Stage 1	Natalie Stevens	May 2022
4	Added stage 3 of admissions process	Lyndsey Jeffries	Nov 2022
4	Reviewed, no amendments	Natalie Stevens	Nov 2023
4	Reviewed, no amendments	Natalie Stevens	Nov 2024
5	Removal of Head of School title as post no longer in place. Amendment to Stage 2 to remove 'good' behaviour and replace with 'values regarding behaviour'	Natalie Stevens	Nov 2025

Introduction

The policy supports the School statement of intent that every pupil should achieve their potential and develop an understanding of and respect for themselves and others. Mountfield Heath School's vision is to provide the best education for every child.

Rationale

Mountfield Heath School admits pupils with a range of special educational needs. Many will have social and emotional difficulties and associated mental health issues. Many of our children have conditions that have made it hard for them to be successful in a mainstream environment including ASC, ADHD, Speech Language Communication Needs and Sensory Processing Disorders along with other co-occurring needs. Pupils will usually have an Education and Health Care Plan that notes the nature of these difficulties. It is important that the School seeks to ensure that the admission process accurately identifies the needs of pupils and whether it is possible for the School to meet these safely, effectively and efficiently.

Aim

The aim of this policy is to ensure that the School admits, as far as is possible, those pupils whose special educational needs can be met effectively and in doing so ensure progress in all aspects of their development.

Objectives

The objectives of the policy are that;

- All concerned will have a clear understanding of the criteria used in assessing the appropriateness of a placement for individual pupils at the School
- All concerned will have a clear understanding of the processes of judging the appropriateness of that placement
- Parents/carers, each pupil, representatives of LA's, social service departments and other interested professionals have a clear understanding of the opportunities on offer at Mountfield Heath School
- Parents/Carers, each pupil, representatives of LA's, social services departments and other interested professionals understand all key aspects of school life at Mountfield Heath of School and are prepared to play their part in ensuring the success of any placement

Admissions process

Stage 1

Referrals made to Mountfield Heath School will normally be made by Local Authorities (LA) and or Parent/Carers. A range of detailed information concerning that pupil should accompany these referrals. Where this is not the case, the School will seek access to such information as soon as possible including information regarding the individual's Education, Health and Social background. Senior staff will analyse all available information on the pupil to assess whether the pupil meets the admission criteria for the School.

The Headteacher/ Senior Leadership Team/ Admissions Coordinator will assess whether or not the School can meet the pupils needs and if so, arrange for a home or School visit.

Stage 2

The visits will include

- A discussion around the successes and challenges experienced by the child to date
- A discussion with parents and carers regarding their hopes and expected outcomes from the proposed School placement
- A discussion with the young person regarding their hopes and expected outcomes from the proposed School placement
- A tour of the School
- An introduction to key staff
- A discussion with senior staff concerning such issues as:
 - The school curriculum
 - The content of key School policies, including the School expectations and values regarding behaviour and discipline and the physical management of pupils
 - An opportunity for each visitor to ask any questions they may have

Stage 3

Following the school tour and discussions between Parents/Carers and the School, an assessment visit (if required) will be arranged. Potential pupils will be invited onsite for an assessment either in an appropriate class or 1:1 with therapists. Assessments range from 30 minutes to 3 hours according to potential pupils needs and current school status. Parents/Carers will receive verbal feedback from the assessment.

Stage 4

If, following these visits, all concerned are agreed that the pupil's needs can be met at Mountfield Heath School and that the young person can be adequately supported with the planned resources available and that the pupil and parents/carers are committed to the placement, the School's admissions manager will write to the LA offering a place and arrangements will be made for admission.

Pupils will then have 6 week assessment period after which the School will decided if the admission can move to permanent placement.

Admission Criteria

- The pupil will aged between 5 and 11 years of age (KS1 – KS2)
- The pupil will usually have an Education and Health Care Plan (EHCP)
- The EHCP will usually highlight that the pupil has Autism Spectrum Disorder (ASD) and/or Attention Deficit Hyperactivity Disorder (ADHD) resulting in difficulties in communicating, socialising and regulating emotions

Policy Owner: Mountfield Heath School

Latest Review Date: November 2025

Policy: Admissions Policy

Next Review Date: November 2026

- The pupil will normally have been assessed as within the average ability range of educational functioning. (In some cases, pupil's levels of ability as measured using psychometric tests may prove difficult. In these cases the School will base its judgements on its ability to meet needs)
- The pupil may have learning difficulties and/or low attainment that are associated with the needs highlighted on their statement or EHCP
- The pupil may have one or more specific learning difficulties
- The pupil will express a commitment to the placement
- The pupil's parents/carers will express a commitment to the placement
- For all "Looked After Children", there must be permanently named carers and a permanent home base for the pupil, available at any time throughout the year

The Local Authority will:

- Provide the School with all current advice and information concerning the pupil
- Nominate Mountfield Heath School in Section IV of any statement or Section 1 of an EHCP
- Agree contractual arrangements for transporting the pupil to and from Mountfield Heath School
- Make any arrangements for transporting the pupil to and from Mountfield Heath School

We are part of the Outcomes First Group Family, by working together we will build incredible futures by empowering vulnerable children, young people and adults in the UK to be happy and make their way in the world.



**Outcomes
First
Group.**

**Acorn Education And Care
Options Autism**