

## **ADMISSIONS PROCEDURE**

Grafham Grange School is a specialist educational day provision which provides up to 70 places for students aged 10-16 with Social, Emotional and Mental Health (SEMH) needs. Students are predominately from Surrey, however students also travel in from West Sussex, Hampshire, Kingston and Windsor.

### **CRITERIA**

For a child to be admitted to Grafham Grange School, the school must be named by a Local Authority (LA) in the child's Education Health Care Plan (EHCP). The naming of the school in the EHCP follows consultation between the parties involved. Students will only be considered for the school when it is clear that they will benefit from the provision; that the school can meet their needs and that the child or young person meet the following criteria:

- Applicants will have an EHCP.
- Applicants will present with difficulties identified as Social, Emotional or Mental Health difficulties. Potential students may also present with complex issues. These may include one, or a combination of the following:
  - Pathological Demand Avoidance (PDA)
  - Speech, Language and Communication needs (SLCN)
  - Attention Deficit Hyperactivity Disorder (ADHD)
  - Attention Deficit Disorder (ADD)
  - Oppositional Defiant Disorder (ODD)
- Applicants will be aged 10 years or above at the time of commencing education at Grafham Grange School.

A placement at Grafham Grange School will be a result of the careful consideration of that child or young person's individual needs; how effectively those needs can be met within the provision Grafham Grange School offers and whether they can be met without detriment to other students already at Grafham Grange School. It is essential that for Grafham Grange to effectively support all of our students to reach their full potential the student intake is carefully undertaken to ensure that all children are placed within the most appropriate setting.

### **VISITS**

Families of potential students are strongly recommended to visit Grafham Grange School. To reduce disruption and anxiety for existing students visits are generally booked for Tuesday mornings.

The initial visit may be without the student if families feel that a visit to the school they, as parents/carers do not have relevant information about, would cause unnecessary anxiety to the child or young person. However a visit by the student prior to any assessment offer is, again, strongly recommended.

At this point there will be no offer or comment about the potential student's suitability.

### **REFERRAL AND APPLICATION**

For a place at Grafham Grange School to be offered once all criteria has been met, the child or young person must be referred by a Local Authority (LA). The LA will send to the Admissions Officer (Wendy Rooker-Smith) the child's EHCP, their most recent Annual Review and any reports about the child or young person from the professionals involved. The Principal, Deputy Principal (SENCo) and Therapy Team will review the referral papers and request any additional reports required in order to make a decision as to whether an assessment is offered.

The school will consider all referrals. If a decision is taken by the school not to offer a place, the Admissions Officer will give the reasons in writing for that decision according to the Code of Practice. The reasons will be expressed in terms of the needs of the student; whether a place is available at the school within the appropriate year group or key stage and/or the efficient education of other students already at the school.

If the school believes that they could potentially meet the needs of the students as set out in the paperwork received, the child will be offered a two day assessment. This assessment is not an offer of a place.

### **ASSESSMENT**

During the assessment period we carry out baseline assessments in literacy and numeracy to ensure we can academically meet the needs of the child or young person. Our therapists will also assess to ensure that all Occupational Therapy (OT) and Speech and Language Therapy (SaLT) needs can be met within our setting. Part of the assessment is to also ensure that all students (new and existing) are able to receive efficient education so potential students will be placed for a short time within their relevant peer group. The assessment may also highlight the need for additional support should an offer be made.

### **OFFERS**

If the school decides that they are able to meet the needs of the child an offer of a placement will be made. The Admissions officer will write to the LA accepting the referral, including details of financial requirements, the support to be offered, a start date, the date by which the offer should be accepted and the address to which to respond.

If the LA fails to accept the place by the date set out in the letter, it will be assumed that the LA no longer wants the place and the offer will be withdrawn.

### **TRANSITION**

When a placement has been agreed, staff from the school will make contact with the student's home and current educational placement to arrange an exchange of information and, if required, a transition programme. If a phased entry into the school is required this will be set out with the offer details.

The parents/carers will be invited into school with the new student on their first day to meet the Senior Leadership Team. This meeting will be an introduction to Grafham Grange; an opportunity to discuss expectations and home-school support. It will also offer families the opportunity to ask any questions and look around the school if this has not been possible before.

### **OVERSUBSCRIPTION**

If the key stage or year group the child or young person is due to enter is full, they will be offered a place on the school's waiting list.

### **CONTACT DETAILS**

Informal visits to the school can be arranged via the schools reception [reception@grafham-grange.co.uk](mailto:reception@grafham-grange.co.uk) or by telephone 01483 892214.

Application enquiries are to be directed to Wendy Rookan-Smith [w.rookan-smith@grafham-grange.co.uk](mailto:w.rookan-smith@grafham-grange.co.uk) or by telephone 01483 892214.

Enquiries can also be made to the SEND Team of the child's Local Authority.

Parents/carers can find the Orchard Hill College and Academy Trust (OHC&AT) Admissions Policy on the school website [www.grafhamgrangeschool.org](http://www.grafhamgrangeschool.org) under the 'Admissions' tab or 'Key Information' tab – 'Policies'.