



# SPAGHETTI BRIDGE

## Admissions Policy

<b>Policy Owner</b>	<i>Group Admissions and Partnership Lead</i>
<b>Applies to</b>	<i>This applies to all services.</i>
<b>Associated Documents</b>	<i>Relational Support Policy Equality Policy SEN Policy Curriculum Policy Child Protection &amp; Safeguarding Policy Assessment Policy</i>
<b>Review Frequency</b>	<i>This policy will be subject to continuous monitoring, refinement and audit by the Headteacher. This will be reviewed annually</i>
<b>Date of Implementation</b>	<i>December 2022</i>
<b>Review Date</b>	<i>December 2023 (amended Feb 2024)</i>
<b>New Review Date</b>	<i>December 2024</i>
<b>Approved by Chief Executive Officer</b>	<i>Dan Alipaz</i> <hr/> Dan Alipaz (Feb 19, 2024, 7:34am)
<b>Approved by the Chair of the Board</b>	<i>Stephen Bradshaw</i> <hr/> Stephen Bradshaw (Feb 17, 2024, 8:36am)

## 1. Introduction

### Purpose

At our School we are registered with the Department of Education to educate children from the age of 6 to 19 years of age. We will ensure no student is refused entry on the grounds of race, ethnicity, gender, religion or sexual orientation.

## 2. Scope

All prospective and current students, families and carers.

## 3. Policy Statement

**The admission process will :**

- be clearly outlined to prospective parents / carers which will include making opportunities for parents / carers to visit to help them make an informed decision both informally and formally
- be handled as sensitively as possible taking into account both the needs of the student and their family
- begin to establish the partnership with parents / carers and clarify expectations
- facilitate the exchange of information and ideas between home and school through home visits and induction meetings
- enable parents / carers to become confident partners in their child's education
- be sensitive to the needs of other students within the school and the resources available
- include liaison with the external agencies involved with the student as appropriate (e.g. SALT, EP, Social Care, OT) and Outreach/AP if involved.

### Student Profile

Our School is an independent special school (DFE registered) for students aged 6 to 19 years of both sexes, and provides individualised and tailored programmes of studies around each students' interests, passions, and talents. Spaghetti Bridge schools support children and young people with a variety of needs such as but not exclusively;

- children and young people with neurodiversity such as Autism and ADHD
- speech language and communication needs
- social and emotional, mental health needs
- trauma and attachment needs
- mild/moderate learning difficulties.

We understand that children and young people's needs are often complex and do not neatly fall into primary and secondary areas of needs, so we consider each and every referral to ensure that we are the right group for the child or young person and that our Bases will be able to meet their needs. All of our students have an Educational Health Care Plan (EHCP) and require additional support to that which is provided in a mainstream setting.

Young people may be referred to our school at any time during the academic year by a local authority or direct by parent/carer. Or for a Phase Transfer entry.

As much information as possible will be sought at the point of referral to inform assessment as to whether the referral is appropriate and as to whether the school is able to meet the needs of the student. Information sought will include if applicable:

- student's name;
- age and date of birth;
- gender;
- ethnic background, cultural needs, religious needs/persuasion;
- health needs & history;
- educational history, needs, current provision, support received & required including whether there is a statement of special educational needs;
- risk issues, level of supervision required;
- expectations and requirements sought by the placing authority to meet the young person's needs;
- the name, address and telephone number of the young person's allocated social worker (if applicable);
- the student's legal status;

Students we may not be able to meet the needs of:

- The age of the learner is not in our designation (6-19)
- Children and young people with Severe and Profound and Multiple Learning difficulties (SLD or PMLD) or Global Developmental delay which relates to a delay of 2 years by age 5 or 4 Years by age 10.
- Children and young people with profound Physical needs which cannot be met by adaptations of the environment.
- Children and young people for whom the current assessed risk (to themselves or to others) would implicate the other students in the school

### **Referral/Admissions Process**

The school will review the information supplied at the point of referral, including the students EHCP, and conduct visits to home or current//previous education placement if appropriate.

After consideration of the papers in consultation and due diligence and a face to face meeting the Headteacher will offer the place to the Local Authority.

Or

Notify pupil services that they feel unable to meet the student's needs with clear reasons for this action

Or

Say yes "in principle" but state a future date that entry would be available.

Once an offer is given to the Local Authority, it can take some time to get confirmation of that offer, we will keep parents and carers up to date throughout this process.

### **Following Confirmation of Placement**

The school ensures that arrangements are in place to ensure the effective induction of each student into the school.

The student's details are entered into the school admissions register and accompanying information filed. The student will be shown around the school and introduced to the staff and other young people. An individual 'Relate and Connect' timetable will be discussed, taking into account the student's age, aptitude and ability. This is aimed to support transition into the school over a 6 week period, the speed at which this occurs varies from student to student.

## **4. Roles & Responsibilities**

### **Implementation**

This policy will be subject to continuous monitoring, refinement and audit by the Headteacher and their Senior Leadership Team.

There is a six stage admissions process that is maintained throughout all Spaghetti Bridge Schools. This is to ensure that all relevant data is collected appropriately in order for Heads to make an informed decision as well as to collect contextual information if the child is start on roll.

### **Stage 1 - Confirmed Consultation & EHCP Review**

**Responsible staff: Education Administrator**

- Formal consult from the LA and/or an appropriate EOI for which the service has agreed to respond
- Relevant staff are then to assess the EHCP and complete the required information in Bridge Link in order to move to the next stage
- The aimed turnaround time for this stage is 48 hours

### **Stage 2 - Initial DD - Phone**

**Responsible staff: Education Administrator, Headteacher to make the decision**

- Contact with relevant stakeholders are made to either verify information or seek further clarification on EHCP and the young person's needs

- The additional aim of this stage is to ensure that the school gains a full and clear picture of the child as we recognise that the EHCP does not wholly capture current data and/or evidence
- The aimed turnaround time is two days

Following this stage the school may choose to close the referral and say they cannot meet the child or young person's needs.

### **Stage 3 - Secondary DD - Face to Face Meeting**

**Responsible staff: Headteacher, Education Administrator.**

- If possible, a face to face meeting should take place at the school where a student will take place in a shadow session within a base group
- However, we realise that for some children who have been out of education for a lengthy period, this will be difficult. Therefore, a face to face meeting is not always required
- This can also be conducted through a site visit
- There is also a requirement for a risk assessment to be completed at this stage
- The aimed turnaround time for this stage is four days

Following this stage the school may choose to close the referral and say they cannot meet the child or young person's needs.

### **Stage 4 - Offer Made**

**Responsible staff: Headteacher or SLT, Education Administrator, DSL**

- Once all evidence has been gathered and it is felt that SPB can meet the child or young person's needs, an offer will be made inline with the parameters of the Spaghetti Bridge curriculum offer.
- A placement offer will be sent, outlining the core offer along with any specific aspects to meet the needs outlined in the EHCP.
- The aimed turnaround time for this stage is 2 days

### **Stage 5 - Place Confirmed/Data Collection**

**Responsible staff: Education Administrator, Curriculum Coordinator**

- Once the local authority has confirmed the placement, all relevant data will be collected and sent out to parents/carers including:
  - Welcome letter and pack is completed with all relevant paperwork
  - A 'Transition In' meeting must take place prior to start which includes parent/carers and young people
  - A 'Connect and Relate' timetable is agreed and allocated
  - A 'Relational Support Plan' (RSP) is created to disseminated to relevant staff
  - An 'Individual Learning Plan' (ILP) with all relevant curriculum targets including

- EHCP milestones is created and integrate into Brigelink
- A 'safety plan' is created
- If applicable, a 'Missing Child Plan' and a 'Health Care Plan' is created
- An 'Administering Medication' consent form is created and signed
- All other items to populate student file: documents from previous setting, safeguarding file and a 'new starter form' is created in Bridgelink
- The aimed turnaround time for this stage is one week prior to the start date

### **Stage 6 - Transition In**

- Once the local authority has confirmed the placement and all the above documentation has been completed, then a start date can be confirmed for the student to transition into the service.
- Following this stage, the student then follows the timelines of the Spaghetti Bridge student journey

### **5. Support, Advice and Communication**

Support, advice and guidance should be provided, in the first instance, from the Senior Leadership Team at our school.

The Head of the school holds ultimate responsibility for the admissions process and therefore retains the right to decline any offer of placement due to reasonable evidence provided during the admissions process.



**Issuer** Spaghetti Bridge Ltd

**Document generated** Fri, 16th Feb 2024 16:32:35 UTC

**Document fingerprint** ff78deca629f531d259abd6cbd811cbf

### Parties involved with this document

Document processed	Party + Fingerprint
Mon, 19th Feb 2024 7:34:25 UTC	Dan Alipaz - Signer (53c649ff27974ddc09ed8d34eb87db71)
Sat, 17th Feb 2024 8:36:26 UTC	Stephen Bradshaw - Signer (2eea69339bfd4f5cae736e724ef12ec3)

### Audit history log

Date	Action
Mon, 19th Feb 2024 7:34:26 UTC	Dan Alipaz viewed the envelope (86.164.8.222)
Mon, 19th Feb 2024 7:34:26 UTC	This envelope has been signed by all parties (86.164.8.222)
Mon, 19th Feb 2024 7:34:26 UTC	Dan Alipaz signed the envelope (86.164.8.222)
Mon, 19th Feb 2024 7:34:12 UTC	Dan Alipaz viewed the envelope (86.164.8.222)
Mon, 19th Feb 2024 7:34:11 UTC	Dan Alipaz opened the document email. (66.249.93.101)
Mon, 19th Feb 2024 7:34:07 UTC	Dan Alipaz opened the document email. (66.249.93.100)
Sun, 18th Feb 2024 9:45:40 UTC	Dan Alipaz opened the document email. (66.249.93.99)
Sat, 17th Feb 2024 8:37:27 UTC	Stephen Bradshaw opened the document email. (66.249.93.97)
Sat, 17th Feb 2024 8:36:26 UTC	Stephen Bradshaw viewed the envelope (185.66.206.161)
Sat, 17th Feb 2024 8:36:26 UTC	Stephen Bradshaw signed the envelope (185.66.206.161)
Sat, 17th Feb 2024 8:36:05 UTC	Stephen Bradshaw viewed the envelope (185.66.206.161)
Sat, 17th Feb 2024 8:36:01 UTC	Stephen Bradshaw opened the document email. (66.249.93.100)
Fri, 16th Feb 2024 20:56:08 UTC	Stephen Bradshaw opened the document email. (66.249.93.100)
Fri, 16th Feb 2024 20:56:05 UTC	Stephen Bradshaw opened the document email. (66.249.93.97)
Fri, 16th Feb 2024 16:33:24 UTC	Document emailed to stephen.bradshaw@spbridge.co.uk (35.177.41.173)
Fri, 16th Feb 2024 16:33:24 UTC	Sent the envelope to Stephen Bradshaw (stephen.bradshaw@spbridge.co.uk) for signing (92.23.38.119)
Fri, 16th Feb 2024 16:33:24 UTC	Document emailed to dan.alipaz@spbridge.co.uk (13.41.72.187)
Fri, 16th Feb 2024 16:33:24 UTC	Sent the envelope to Dan Alipaz (dan.alipaz@spbridge.co.uk) for signing (92.23.38.119)
Fri, 16th Feb 2024 16:33:05 UTC	Stephen Bradshaw has been assigned to this envelope (92.23.38.119)

Fri, 16th Feb 2024 16:33:05 UTC

Dan Alipaz has been assigned to this envelope (92.23.38.119)

Fri, 16th Feb 2024 16:32:43 UTC

Document generated with fingerprint ff78deca629f531d259abd6cbd811cbf  
(92.23.38.119)

Fri, 16th Feb 2024 16:32:35 UTC

Envelope generated by Amy Fielding (92.23.38.119)