Pupil Admission Policy and Procedure

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Issue Number	005	**Author**	Nicola Kelly
School	Snow Hill School	**Approver**	James Madine
Headteacher	Sarah Gould	**Executive Headteacher/ Regional Director**	Andrew McCreedy / David Joy

1. Introduction

Snow Hill School is registered with the Department for Education to support the educational needs of Key Stage 3, 4 and 5 pupils who face significant barriers to learning.

Admission to Snow Hill School is a significant event for pupils, many of whom may have experienced multiple school placements. We recognise that the process can be daunting and aim to provide a sensitive, structured approach to reduce anxiety and support a smooth transition.

This policy outlines the admission process and ensures that every reasonable effort is made to confirm that the pupil's assessed needs can be met by Snow Hill School

2. Aim and Scope

The policy provides a clear, informed, supportive, and fair framework for admitting pupils to Snow Hill School. It applies to all prospective pupils and those involved in the admission process.

3. Definitions and Abbreviations

- **EHCP:** Education, Health and Care Plan – a statutory document detailing a pupil's education, health, and care needs.
- **(P)CLA:** (Pupil) Child Looked After – a child currently or previously in local authority care.

4. Referral Pathway

Pupils are typically referred by Local Education Authorities, Social Services, or Health Authorities. Parents/carers or other interested parties seeking admission information will be directed to their local authority.

5. Visits and Assessment

- **Visits:** Prospective pupils and their families are encouraged to visit the school meet senior staff, and tour the facilities.
- **Observation and Assessment:** The Headteacher will request all relevant documentation, including EHCPs, psychological reports, previous school records, and risk assessments. A comprehensive assessment will determine suitability.

6. Pre-arrival Planning

- A pupil-centred planning meeting, convened by the Headteacher, will include all significant people in the pupil's life to share information about routines, preferences, and risks.
- Links may be established with the pupil's current placement to support transition.
- Prospective pupils may visit the school to familiarise themselves with the environment.
- Information will be provided in an accessible format appropriate to the pupil's needs.
- All referral information is confidential and handled in accordance with GDPR; non-admitted referrals will be securely destroyed after 28 days.

7. Risk Assessment

- An initial risk assessment will be conducted prior to admission to ensure safety for pupils and staff.
- This assessment is a living document, regularly reviewed and shared with relevant staff.

8. Admission Process

- Keys Group schools maintain an admissions register, also referred to as the school roll, for all pupils admitted to the school. The register includes the names of all pupils of compulsory and non-compulsory school age who are receiving education at the school. Pupils must be added to the admissions register before or at the beginning of the first session on their agreed starting day. The school is responsible for notifying the local authority within five days of adding a pupil to the register, unless the pupil is joining at the start of the school's most junior year. This process ensures compliance with statutory requirements and supports safeguarding, attendance monitoring, and educational planning.
- On arrival, pupils will be warmly welcomed by an allocated staff member.
- Initial days will focus on meeting individual needs and supporting adjustment at the pupil's pace.
- The admission will be recorded on The Link and ARBOR systems, including requests for previous school files as well as the safeguarding file via CPOMS if possible.
- A pupil chronology will document:
    - School tour
    - Staff and peer introductions
    - Fire and safety procedures
    - Timetable explanation

- Behaviour policy overview
- Attendance policy overview

9. Post-Admission Procedures (Within First 4 Weeks)

- Photograph: A portrait photo will be taken for identification and records.
- Arbor: Complete and update all pupil details and emergency contacts.
- Baseline Assessments: Complete and record in the school assessment tracker.
- Individual Plans: [eg Pupil Passport and or Pastoral Support Plan]
- Pastoral Meetings: Conduct individual meetings to review progress and assign key worker.
- Important Dates: Record key review dates, including EHCP annual reviews, PEP meetings, and other relevant appointments.
- Fee Notifications: Notify any fee variations through The Link.

10. Responsibilities

All staff and the Headteacher are responsible for implementing this policy and ensuring a supportive admission process.

11. Training

The Headteacher will ensure all staff receive induction on this policy as part of their onboarding.

12. Equality and Inclusion

Snow Hill School is committed to providing equal access to education for all pupils, regardless of background or need. Accessibility, reasonable adjustments, and curriculum adaptations are integral from admission onwards, in line with the Independent School Standards, Equality Act 2010, and SEND Code of Practice (2015).

All staff must demonstrate sensitivity and competence regarding diversity in race, faith, age, gender, disability, and sexual orientation. Concerns about disadvantage should be raised with line management for appropriate action.

Appendices – Procedures and Localisation of Policy

Appendix A – New Pupil Admission Checklist

Step	Action Item	Completed (Y/N)	Notes
1	Referral received and logged on The Link		
2	Relevant documentation requested (EHCP, reports)		
3	Visit arranged with parents/carers and pupil		
4	Observation and assessment completed		
5	Decision on suitability made and communicated		
6	Pre-arrival planning meeting held		
7	Initial risk assessment completed and shared		
8	Admission date agreed and recorded		
9	Referral information securely stored/destroyed as appropriate		
10	Pupil file requested from previous school via CPOMS		
11	Pupil entered onto ARBOR with emergency contacts		
12	Baseline assessments completed and recorded		
13	Individual Education Plan and Behaviour Plan created		
14	Key worker allocated and pastoral meeting scheduled		
15	Important dates logged (reviews, meetings)		
16	Fee rates updated on The Link if applicable		
17	Pupil added to the Admissions Register		

Appendix B – Referral Information Request Form

To: [Previous School/Agency Name]
Date: _
From: [School Name] Admissions Team

Dear [Name],

Please provide the following documentation and information for the pupil named below to support their admission assessment:

- Latest Educational Health Care Plan (EHCP) and most recent annual review.
- Psychological and specialist reports
- Behaviour support plans and risk assessments
- Attendance records
- Relevant medical information
- Any other pertinent information to support placement suitability

Pupil Name: _
Date of Birth: _
Previous School/Placement:

Please send the information securely via encrypted email by [deadline].

Thank you for your cooperation.

Admissions Officer: _
Contact Details: _

Appendix C – Pupil Induction Plan Template

Pupil Name: _
Admission Date:
Key Staff Member:

Induction Activity	Date Completed	Notes/Comments
Welcome and tour of school		
Introduction to teaching staff		
Introduction to peers		
Fire and safety briefing		
Explanation of timetable		
Review of behaviour policy/code of conduct		
Review of attendance policy		
Provision of school/pupil handbook		
Initial pastoral meeting		

Additional Support Needs Identified:

Key Worker Assigned:

Staff Signature: _ Date:

Appendix D – Example Baseline Assessment Summary Sheet

Pupil Name: _
Date of Admission:

Assessment Area	Date Completed	Summary of Findings	Next Steps/Interventions
Reading			
Literacy			
Numeracy			
Social and Emotional (SDQ / Boxall)			
Behaviour			
Physical/Sensory Needs			
Other (specify)			

Completed by: _ Date:

Appendix E – Individual Education Plan (IEP) Template

Pupil Name: _
Date: _
Key Worker: _

Target Area	Specific Target	Support/Strategies	Review Date	Progress Notes
Academic				
Behaviour				
Social/Emotional				
Other (specify)				

Next Review Date: _

Signatures:
Pupil: _
Parent/Carer: _
Key Worker:

Appendix F – Key Worker Allocation and Pastoral Meeting Record

Pupil Name: _

Date of Pastoral Meeting: _

Key Worker: _

Discussion Points	Actions Agreed	Responsible Person(s)	Review Date
Progress since admission			
Any concerns or barriers to engagement			
Support needed			
Next steps			

Signatures:

Key Worker: _ Date:

Parent/Carer: _ Date:

Appendix G – Important Dates and Review Schedule

Date	Event/Review Type	Notes/Actions Required	Responsible Staff
	EHCP Annual Review		
	PEP Meeting		
	Behaviour Plan Review		
	Pastoral Meeting		
	Other (specify)		