



Pupil Admission Policy and Procedure

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| Policy Number: | EDU/POL/006 | Author/Reviewer: | Sarah Raison |
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Please Read This Document In Conjunction With Any Specific Mynydd Haf School Procedures As Directed By The Head Teacher, Sarah Raison.

1. Supporting Documents

This policy must be read in conjunction with:

- [GDPR and Data Protection Policy](#)
- New Pupil Admission Checklist
- Initial Pupil Risk Assessment
- [Risk Assessment Policy](#)
- [Guidance on Admitting Service Users on RADAR / LINK](#)

2. Introduction

Mynydd Haf Independent School is registered with the Department for Education and Skills (DfES) Wales to support the educational needs of Key Stage 3, 4 and 5 pupils, between the ages of 11 – 17 years who are identified as having significant barriers to learning.

The admission of any pupil into any school is a significant life event, children and young people almost always have experienced several school placements before referral to Mynydd Haf School. Despite our best efforts, the process can be frightening, confusing and difficult for any child/young person. However, a sensitive but structured approach to the process can do much to reduce the fear, anxiety and confusion for the pupil concerned.

This policy provides the structure and promotes the sensitive approach needed to help the admission process go as smoothly as possible for the pupil concerned.

As part of this admission policy, every reasonable effort is made to ensure that the pupil's assessed needs can be met by Mynydd Haf School.

3. Aim/Scope

This Policy outlines the process for admissions to Mynydd Haf School and outlines an approach which aims to be informed, supportive and fair.



4. Abbreviations and Definitions

IDP – Independent Learning Plan – a document that defines the additional learning needs and provision required for the pupil under the new ALN guidance.

(P)CLA – Child Looked After – a child that is in the care or has previously been in the care of a local authority

5. Policy Content

5.1 Referral Pathway

Pupils are referred by the Local Education Authority through the central referrals team located at the Keys Group Support Centre or directly through the Headteacher.

5.2 Observation and Assessment

The Head Teacher will request all relevant information relating to the child. This will include an up to IDP, annual review paperwork, reports from Educational Psychologists and any other associate professional where applicable. Any information from the child's previous school, behaviour support team or previous risk assessment documentation will also be requested. If all agree that the school would be a suitable placement for the child an arrangement will be made for senior staff to conduct an observation and assessment.

5.3 Visits to the School

Interested parties are encouraged to arrange a visit to Mynydd Haf School and meet with the Head Teacher and other senior staff to discuss their child's particular needs. The visit will include the opportunity to look around the school and assess the suitability for their child.

The resulting report and supporting documentation from the observation and assessment process is then considered and if both LEA and school agree that attendance at the school will meet the pupil's individual needs, the offer of a placement including details of cost will be made in writing to the referring local education authority.

5.4 Pre-arrival

A pupil centred planning process will commence with a meeting, which will be arranged by the Head Teacher, to which all people involved in the pupil's life are invited to attend. Additional information will be gathered at this forum to include details of the child's routines, likes, dislikes, anxieties, interests, behaviour challenges etc. At this time an initial risk assessment will commence and views about the placement exchanged.



It may be appropriate that designated staff begin to establish links with the pupil in their current educational or residential placement to support the transition process. Where it is deemed appropriate the prospective pupil may visit the school.

Incoming pupils will be provided with copies of the school/pupil handbook and will be given the opportunity to ask questions and discuss any aspects of the school with the Head Teacher. The information will be provided in a format appropriate to the pupil's age, understanding, ability and need.

All referral documentation is regarded as confidential and will be treated in accordance with the principles of Keys Group Data Protection and GDPR policy. For the avoidance of doubt **printed referral information that has not resulted in an admission must be permanently and confidentially destroyed after 28 days of receipt.**

5.5 Risk Assessment

Mynydd Haf School is committed to ensuring the safety for all staff and pupils. In order to mitigate or remove any risk an initial risk assessment will be compiled prior to the pupil being admitted to the school. This risk assessment will form the basis for all further risk assessment documentation. The risk assessment must be shared with all relevant staff who must read/sign and understand. Risk assessments are working documents they must be reviewed on a regular basis are revised as required.

5.6 Admission

It is vitally important that preparations for any new pupil starting school are made in advance. And, where appropriate the new pupil experience several full day emersion visits to the school, supported by staff. On arrival, new pupils should be greeted by an allocated member of teaching staff. They must be welcomed into the school. First days can be difficult, staff must ensure that that they meet the individual needs of each pupil and work at their pace to ensure that aspects of school life are communicated effectively.

This will be recorded within the pupil's chronology. This will include:-

- Tour of the school
- Introduction to teaching staff
- Introduction to other pupils
- Fire and Safety Procedures
- Copy and explanation of timetable
- Explanation of the schools behaviour policy/code of conduct
- Copy of the schools attendance policy

Admission forms must be completed and sent on the date of admission to the Keys Group Managing Director of Education and the Regional Manager.

Admissions must also be recorded on RADAR and on Q: Drive School Admissions Register as per procedure.



5.7 Following Admission

Following admission and within the first 4 weeks the following tasks must be completed:

- Photograph

As soon as possible, staff will endeavour to take a portrait photo of every child admitted to school. This can be done at any stage of the admission process however must be completed in a timely manner once a child is admitted. The photo will be used to identify the child on their PEN PORTRAIT, at the front of their Individual Education Plan (IEP)

- Pen Portrait/Pupil Profile

Pen Portraits are an effective means of providing a summary of each individual pupil. Pen Portraits must be produced by the senior team and cascaded down to all school staff in the weekly team meetings or if appropriate end of day meetings.

- Baselines Assessments

By week 4 all baseline assessments will have been completed and added to the School assessment tracker.

- Individual Education Plan/Individual Behaviour Plan

Individual education and individual behaviour plans will be created by teaching staff responsible for the pupil's tutor group/group allocation.

- Pastoral Team

At the end of the 4 week introduction period, every pupil will have an individual pastoral meeting to discuss progress and any issues which may have arisen. At this meeting Key Workers will be identified and assigned.

- Important dates

Within the 4 week introduction period a list of important dates will be compiled and maintained within the pupil records these include – (P)LAC reviews, PEP meetings, and annual reviews of the IDPs and other important appointments and events.

- Changes in Fee Rates

All variations in fee rates must be notified through RADAR.

6. Responsibilities

Head Teachers and all staff employed within or working to support Mynydd Haf School.



7. Training Requirements

Where appropriate Head Teacher will ensure that familiarisation with this policy is a part of the induction process for all employees.

8. Equality Impact Statement

All relevant persons are required to comply with this policy and must demonstrate sensitivity and competence in relation to diversity in race, faith, age, gender, disability and sexual orientation. If you, or any other groups, believe you are disadvantaged by this policy please contact the Headteacher. Keys Group will then actively respond to the enquiry.