

Contents:

[Statement of intent](#)

1. [Legal framework](#)
2. [Objectives](#)
3. [Admission Procedures](#)
4. [Fees](#)
5. [Monitoring and review](#)
6. [Appendix 1](#)

Statement of intent

At Supreme Start School we admit, as far as possible, those pupils whose special educational needs can be met effectively and in doing so ensures progress in all aspects of their development. Pupils with a range of special educational needs (SEN) and an Education, Health and Care Plan (EHCP) which notes the nature of these difficulties. The type of pupils we accommodate predominantly include a diagnosis of SEMH and/or ASD. Such difficulties are often the cause or the result of other special educational needs. They may arrive out of difficult life experiences or be the result of a medical condition. Some of the pupils have a long history of disturbed, difficult or delinquent behaviour of a serious kind that may include violence towards peers and/or adults. Therefore, the school acknowledges that our pupils may, from time to time, exhibit challenging behaviours that vary both in intensity and duration.

The range and nature of both the difficulties and needs our pupils exhibit, have and continue to become more complex as does the assessment of these. Thus, 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 both effectively and efficiently.

1. Objectives

The objectives of this 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 Supreme Start School.
- All concerned will have a clear understanding of the process of judging the appropriateness of that placement.
- Parents, carers, each pupil and representatives of the local authority, social services departments and other interested professionals have a clear understanding of the opportunities at the school.

2. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2023) 'School Admission Appeals Code'
- The Education (Independent School Standards) Regulations 2014

This policy operates in conjunction with the following school policies:

- Pupil Equality, Equity, Diversity and Inclusion Policy
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- SEN Information Report

3. Admission Procedures

Referrals made to the school will normally be made by the Local Authority. A range of detailed information concerning each pupil should accompany these referrals. Where this is not the case, the school will seek access to such information including information regarding the individual's education, health and social background. The Referral Team will analyse all available information on the pupil to assess whether the pupil meets the admission criteria for the school.

The Referral Team will assess whether or not the school can meet the pupils needs, and if so, arrange for a visit to the school. See Appendix 1 for the Admission Procedure

Supreme Start School works in partnership with local authority personnel and requires that all necessary documentation is provided in a timely manner, in order to ensure an informed decision can be made about meeting the needs of a pupil.

The documents required are:

- a) Current Education, Health and Care Plan (EHCP)
- b) Most recent annual review/key educational progress data

- c) A chronology of the pupil's life to date, to include information on suspensions/permanent exclusions and periods out of education
- d) Current/most recent care plan/ IEP/ Personal Education Plan (PEP)
- e) Current/most recent behaviour management plan(s) and risk assessment(s) (f) Any additional assessments
- f) Any additional professional reports (e.g. psychology, psychiatry, paediatrics, occupational therapy, YOS, CAMHS etc.)
- g) Parental/ guardian submissions
- h) Information on any previous Pupil Premium spend
- i) The pupil's attendance at their previous setting.

We will ensure that the special educational needs outlined in the pupil's Education, Health and Care Plan (EHCP) or other records can be met within the setting. If there are any aspects of a pupil or young person's EHCP that cannot be met within the setting or can be met via alternative strategies/support this will be made clear by the setting following referral and prior to admission.

If we feel that a pupil may need additional resources we will ensure that these resources can reasonably be provided by the setting before a place is offered (or within an agreed timescale) for a pupil.

We will ensure that an individual risk assessment and behaviour management plan is generated within 2 weeks of admission and that they are reviewed regularly once the pupil arrives.

Supreme Start School has established a systematic approach for maintaining admission records, in line with current legislation. We will ensure that all relevant documentation (contracts, permissions, medical information and consent etc.) have been signed by the appropriate parent/carer/local authority representative prior to admission of the pupil.

It is expected that contractual arrangements between the setting and the placing authority and funding agreement letters are approved before the admission of any pupil.

4. Fees

Following the assessment process of admission to our education provision we will determine which package of support a young person requires from us based on their assessed needs.

Band one: £60,000 - £70,000.

Minimal and Low-level behaviours

Therapeutic input, both direct and indirect.

Band 2: £70,000 - £87,000

Moderate to High Level behavioural needs

Any additional needs

Therapeutic input, direct and indirect

Additional staffing requirements including 1:1

Specific needs identified in the EHCP

5. Monitoring and review

This policy will be reviewed by the Board of Governors on an annual basis. Any changes to this policy will be communicated to all staff and other interested parties.

The next scheduled review date for this policy is June 2025

APPENDIX 1- Admission Procedures

