

## **Admissions Policy**



**September 2020**  
**Reviewed by: Bill Ashton – Proprietor**  
**Review Date: September 2021**

## **Mission**

Learning is for everyone (LIFE) is our pledge and through working together to teach children and young people in a safe, orderly, and supportively challenging environment, inspiring them to learn, excel and grow to be proud of their achievements

## **Vision**

Old Farm School aims to provide a transparent and consistent approach to supporting pupils identified as having additional educational needs in the city.

## **Values**

- A safe and orderly school environment for all
- A focus on all children and young people
- The offer of a curriculum to engage, stimulate, support and challenge
- Empowering Leadership all levels and permeate the need for Teamwork throughout Old Farm School and all partners we work with
- All Our Partners Satisfaction and Support

## **Guiding Principles**

1. The safety, education, and welfare of our children, young people and our staff, are our priorities, and this must be reflected in our actions and our facilities.
2. A safe, supportive environment nurtures teaching and learning and understand the holistic approach of positive outcomes
3. Excellent teachers, quality advice and support are the foundation to positive outcomes. All educators are accountable for the quality of work provided to children and young people and they must be committed to the continuous improvement of that work.
4. All educators and staff must be continuous learners. They must be disciplined people, with disciplined thought and disciplined action.
5. The purpose of the Old Farm School is to ensure that each child or young person develops the capacity to think, reason and accept each other. All children and young people must develop those understandings, skills, and habits of the mind which make it possible to participate fully in the life of a diverse society and culture.

6. The focus of all Old Farm School activities must be on providing children and young people with quality experiences which engages them in meaningful learning.
7. Every child and young person must be understood, encouraged and supported to surpass their current level of learning for life. Differentiation is to include all children and young people therefore every attempt has to be made to match the diverse style of learning and varying levels.
8. All resources (time, people, space, information, budget, and technology) must be used effectively, efficiently, and continuously evaluated to improve the quality of education provided for our children and young people
9. A home/school/community partnership with open communication is essential in providing each child and young person the support needed to be successful.
10. Each parent or carer is a welcomed partner with the Old Farm School in providing a quality education to his/her child. Partnership input into every aspect of what we do as a school is absolutely essential to everyone's success.

# Induction and Assessment of New Arrivals

All pupils of OFS will have an EHCP as part of our admission criteria

At Old Farm School we will:

## AIMS

- to provide newly arrived pupils with a safe welcoming environment where they are accepted, valued and encouraged to participate
- to gather accurate information about pupils' background and educational experiences
- to ensure that the knowledge, experience and skills that they bring are acknowledged and seen as an asset to build upon
- to ensure that parents understand the new educational system of which their child is part
- to develop strategies to encourage new pupils to be included as part of the school
- to ensure that pupils can see their culture and identity reflected in the classrooms and the wider school and through an inclusive curriculum
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## ADMISSION

- An initial visit to Old Farm School will be arranged for the potential pupil and parents/carers, to: meet key staff, have a look around the school site and our facilities, find out more about our academic and pastoral offer and what specialist and SEND support we have available both within school and in partnership with outside agencies.  
Introductory information will be given to parents/carers about the school including:
  - a plan of the school
  - an outline of the school day
  - who to contact to get progress and if they have any issues
  - lunch arrangements and a sample lunch menu including information of benefits
  - Transport arrangements – completion of ATN1 form and escort where appropriate (a timescale of 1 week must be allowed, from submission of ATN1 form, to pupils official start date to allow necessary transport arrangements to be put in place)
- We will gather a range of information (previous schooling, reports, social context, family background, agencies involvements, medical information etc... from the pupil's previous school in order to support their transition to Old Farm School as much as possible, to ensure that any specialist/SEND adaptations or interventions are put in place to allow the pupil to access a full and enriching curriculum and to ensure their progress and safety.

- Across a two-week period following the initial visit to Old Farm School, the pupil will complete a range of assessments designed to help us to get to know them, the levels they are working at and any additional support which will be needed to help them access their curriculum.
- A key contact will be allocated to the pupil as a main point of contact for both the pupil and parents/carers, and a Pupil Profile, Safety Plan and ICP (Individual Curriculum Plan) will be completed and made available to all staff.

**MONITORING AND EVALUATION**

- The school will ensure that parents/carers are kept fully informed of the pupil’s progress
- The newly arrived pupil’s progress will be closely monitored by the class teacher using assessment procedures.
- Monitoring will include consideration of the pupil’s well-being.
- Review meetings with parents, involved staff will be arranged
- The newly arrived pupil’s views will be sought, where appropriate, to inform school evaluation

**Admissions Procedure**

<b>Admissions</b>
<p><b>Referral for OFS placement (15 days to respond)</b></p> <p><b>If placement appropriate, SLT/SENCo to meet new pupil and parent/carers at initial visit to Old Farm School.</b></p> <p><b>Keyworker agreed</b></p> <p><b>SENCo with keyworker to make home visit (if appropriate) and arrange induction</b></p> <p>Assessments to be complete during the <b><u>2 week induction</u></b> window and all information collated and staff informed.</p> <p>OFS Assessment of need profile completed</p> <p><b>Before any pupil starts parental/carers must sign the induction booklet and ensure induction checklist is completed</b></p>
<b>Baseline Assessment</b>
Reading age

Spelling age

Aston Index (where appropriate)

Subject assessment

An appropriate start date and appropriate curriculum timetable

Following 2 week assessment window complete Pupil Profile, input information onto Pupil Curriculum Plan (ICP) and Safety Plan initiated by **Key Contact**

**Key Contact** to share assessment/ Safety Plan information with staff

All subject leaders to submit piece of pupil explaining work at all PROGRESS CHECK POINT (6 x annually)

6 week review meeting to be held with pupil, parents/carers and other agencies