**Admissions Policy**

The Haven School

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| **Approved by:** | Jane Spensley | **Date:** Sept 2018 |
| **Last reviewed on:** | 06/23 |
| **Next review due by:** | 06/24 |

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**The Haven**

**Admissions Policy**

The Haven is a DfE registered school, approved under section 41 to provide education for children aged 11 to 19 with a range of special needs under the category Social, Emotional and Mental Health (SEMH). No child is refused entry on the grounds of race, ethnicity, gender, religion or sexual orientation.

**Referrals**

We take referrals from local authorities for children with EHCPs where an identified SEMH need exists. Our approach to supporting these children and helping them progress and succeed is therapeutically informed. Therefore, we accept children who are likely to respond to this approach. It is likely that they will have difficulties which can be defined as attachment or trauma related. They may also have additional needs or diagnoses such as ASC, ADHD or learning related needs.

**Procedures**

The local authority should approach the school with a referral and have an informal discussion to see whether the school might be able to meet the child’s needs. Where this is established, the child would be invited to visit the school with a parent or carer and, where relevant, the social worker. Should a place be sought then an admission meeting would take place following consultation where discussion with all parties would focus on how the school would meet the outcomes required within the EHCP. At this meeting the following agenda would be followed

* Information gathering including previous school experience
* Health needs and history
* Issues that might prevent the young person being successful at school so that these can be prepared for e.g. risk assessments, child protection issues, restriction of contact etc.
* Any available achievement data
* Information from the EHCP including curriculum requirements
* In the case where a child may have been out of school for a long time or have significant anxiety whether a part-time integration timetable should be considered initially.
* It will always be clear that full-time education is a right and an expectation and that The Haven will move to this within as short a time as possible.
* Any additional services that might be needed and for which there could be an additional charge
* Transport arrangements

**Admission**

The child will be entered on to the admissions register and a personalised timetable drawn up which will take into account the child’s age, aptitude and ability. During the first 2 weeks the child will undertake relevant assessments and be introduced to all members of the staff team and to other pupils. Each child will be allocated a keyworker who will contact home to discuss progress a minimum of once every 2 weeks. Annual reviews will be scheduled as required.

It is the aim of The Haven School to prepare a child to move on successfully to the next stage of their education or training. When a child is considered ready for this, we will work with all parties to ensure a successful transition, whether it is to a mainstream school, college or alternative provider or possibly to another special school. Any decisions will always be made in consultation with parents or carers, social workers and the local authority SEND team.

The director of the school, Mrs Jane Spensley, and the head teacher, Mrs Stevenson can be contacted during both term times and holidays on 01785 450261 or email director@thehavenschool.com/

headteacher@thehavenschool.com