



Notton House Academy

Pupil Admissions Policy



Date of writing: September 2021

(LHa, SENCO)

Reviewed and Amended: January
2022

(LHa, SENCO)

To be reviewed: October 2022

Our Mission at Notton House Academy

Staff and Academy Councillors believe that young people at Notton will find new learning opportunities and experiences. We will guide each student towards these learning opportunities and in doing this, we are confident that each student will enjoy their learning experiences at Notton.

In order to succeed, we aim to encourage every individual at our Academy to develop **RESPECT** in themselves to aim higher, **RESPECT** and **KINDNESS** to each other and their Academy, and to take responsibility for their decisions and actions to keep everyone **SAFE**.

We recognise that we are **ALL EQUAL** and deserve the very best. We recognise that we are **ALL DIFFERENT** in the ways we learn and interact. We recognise that we can **ALL ACHIEVE TOGETHER** - as a Community, as a student within the community and as a parent/carer.

Introduction

The Admissions Policy is determined by 'The School Admissions Code' and 'The Admissions Appeals Code' written by the Department for Education (DfE). Both codes are available from <http://www.education.gov.uk/schools/adminandfinance/schooladmissions/a00195/school-admissions-codes-and-regulations>

Published Admissions Number (PAN)

Notton House Academy can accommodate 50 pupils on our school roll, consisting of 40 residential places and 10 'day' placements. The 40 residential places are for boys attending on site at Notton, whilst day places are for boys who need a more bespoke package and are on roll but learning off site such as at the Learn@ Central Alternative Learning Provision, or another provider best suited to the needs of the pupil e.g. where 1:1 mentoring/ non-classroom-based learning is needed.

Procedures and Protocol

- All pupils admitted to the Academy have an Education Health Care Plan (EHCP).
- The Academy accepts pupils with a wide range and complexity of needs, including Social, Emotional and Mental Health, Moderate Learning Difficulties and pupils on the Autistic Spectrum and with Speech Language and Communication Needs.
- Learn@ MAT will receive formal requests for placements from local authorities (Consult information including most recent EHCP, annual review documents and any other relevant paperwork is sent to info@learnmat.uk). If the request is just for Notton House it will be sent directly to the school. If the request is for more than one Learn @ MAT school the central team will inform each school of which other school's have also been consulted.
- The Academy will consider each pupil on their individual merits and with reference to relevant legislation to ensure we can meet their needs as defined by the EHCP and that the Academy has the space, staffing, capacity and resources to accommodate the pupil within its existing operational organisation. If more than one Learn @ school has been consulted, academy staff will consider if another school can better meet the pupil needs for example if a day placement is required.
- Notton House has different classes to meet the need types and ages of the young people, including pupils with an ASC diagnosis.

- Parents, carers, prospective pupils, their teachers and supporting professionals, are advised to visit the Academy and are welcome to do so by prior appointment.
- Academy staff may visit the pupil's school and will be accompanied by support as necessary.
- The Academy will offer taster visits, induction and individually negotiated transition packages depending upon pupil needs.
- Consults are returned to Learn @ MAT within the statutory 15-day period.
- If a local authority confirms that Notton House will become the named school for a pupil, that pupil is invited to visit the school if they have not already done so and dates are set for home visit meetings, admissions meetings and pupil to start at Notton House.
- The pupil's previous setting(s) will be contacted by the SENDCo or another member of SLT to share information around the pupil's area of special needs.
- The pupil's previous setting(s) will be contacted by the DSL or deputy DSL to share information around safeguarding concerns.
- The deputy head of care and Learning Facilitator for the pupil's care area and class, will visit the child's home for a home visit and complete the first section of our essential information booklet including contact details, medical information and home routines for bedtime etc.
- An admissions meeting will be arranged to be led by a member of the extended leadership team to go through policies and procedures at Notton House and gain essential parental permission signatories. During this time, the pupil will complete our initial assessment activities with the SLCN assistant.
- Pupils will usually start at Notton on a Wednesday evening at 4pm. They will go through the pupil admission booklet and sign to show they agree to follow the policies and practices at Notton House to the best of their abilities. The pupil will go onto the Notton House roll from the next school day.
- If Notton House receives a consult for a young person and the required classes and/ or bedroom areas are full, we will return a response to state whether or not we can meet the needs of the young person, but that we do not have space to take them onto our roll. If subsequently, a place becomes available the relevant local authority would be contacted to inquire if the pupil was still looking for a place, and a new consult response offering a place would be sent if required. We do not hold a waiting list but all consults are recorded in date order and when offering places that become available, this order is used.

Under normal circumstances, Notton House would not admit more than one child from the same family as we believe children with SEMH difficulties need to feel that school is their safe space away from issues that may be going on at home.