



orchard  
Education

# Admissions Policy

Orchard Education Ltd  
1 Sargon Way  
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GRIMSBY  
North East Lincolnshire  
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## Admissions Policy

The Orchard School specialises in working with pupils aged between 12 and 16 who are considered to have emotional, behavioural or social needs and will consider referrals from agencies and schools. Each referral case will be viewed and considered independently. Pupils are admitted at any time during the school year and will follow a full and balanced curriculum.

We welcome pupils of all faiths, cultures, race and family backgrounds and are non-discriminatory in line with the Equality Act (2010) and Equal Opportunities policy. We will not discriminate on grounds of; gender, age, religion or belief, physical ability or disability, learning ability, other special needs or academic or sporting ability, race (including colour, nationality, ethnicity, family, cultural or linguistic background), sex, sexual orientation, gender reassignment, pregnancy or maternity.

Admission is based on:

- Full and detailed information being supplied by the referring agency or school, including Educational, Health and Care Plan.
- A copy of the school/home agreement form or admissions form from the referring agency or school.
- A visit by the pupil and parent/carer.
- An initial risk assessment being completed based on information provided by the referring school / agency, parent or carer and where necessary, other outside agencies.

We are committed to ensuring that the Admissions & Learner Register is maintained in accordance with Education (Pupil Registration) (England) (Amendments) Regulations 2016. From the beginning of the first day on which it has been agreed that the pupil will attend, an entry will be made in the Admissions Register.

As an Independent School, the Principal reserves the right to refuse entry if the school's structure does not meet the educational, pastoral or SEND needs of the pupil concerned.

Successful placement offers at the Orchard School will be made directly from the school to the appropriate agency, including terms and conditions.

### **Admissions & Learner Register**

On taking up a place at The Orchard School, an entry is made on the Admissions & Learner Register. The Admissions & Learner Register is held on electronic format on the School's main database. The Admissions & Learner Register is stored on the School server, copied electronically to a back up memory device and reproduced in hard copy via a monthly print out.

The person responsible for the administration of the Admissions & Learner Register is the Operation Support Manager.

The following items are recorded on the Admissions & Learner Register:

- Full name.
- Gender.
- Name and address of all parents/guardians with an indication of the parent/guardian with whom the student normally resides.
- At least one telephone number at which the parent/guardian can be contacted in an emergency.
- Date of birth.
- Date of admission/re-admission.
- Name, address and where possible the telephone number of previous school.

Copies of the Admissions & Learner Register are held at the school for a minimum of 3 years and will be made available for inspection.

The Admissions & Learner Register allows for the inclusion/deletion from the register and is done in line with the Education Pupil Registration (England) (Amendments) Regulations 2016.

This policy will be reviewed annually by a Director.

	Initial	Review 1	Review 2	Review 3
Signed		D. Melia	D. Melia	
Position		Director	Director	
Date		20/08/17	31/08/18	

## Appendix A – Orchard SEN Admission Flowchart

