



orchard
Education

Admissions Policy

Orchard Education Ltd
1 Sargon Way
Great Grimsby Business Park
GRIMSBY
North East Lincolnshire
DN37 9PH

01472 898498

Admissions Policy

The Orchard School specialises in working with pupils aged between 11 and 16 who have SEND around the following conditions SEMH/ ASD/ADHD and MLD. However the school will assess whether they can meet the need of any given consultation fairly and on an individual basis from the following local authorities: -

- North East Lincolnshire Council
- North Lincolnshire Council
- Lincolnshire Council

Each referral case will be viewed and considered independently by the schools Senior Management Team which will include the schools designated SENCo. Pupils are admitted at any time during the school year and will follow a personalised curriculum package to meet their individual needs.

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 during consultation.
- A comprehensive completed Orchard Referral pack during home visit or organised school tour.
- A visit by the pupil and parent/carer.
- Observation within current setting to support effective assessment of learner needs (if possible).
- An initial assessment being completed by SMT based on information provided by the referring school / agency, parent or carer and where necessary, other outside agencies, to assess whether the school can meet the needs of the learner.
- Multi-agency meeting to create a bespoke transition package involving all stakeholders.
- Authorisation from local authority assessment panel

At the Orchard we are committed to: -

- Delivering a structured, educational and pastoral initial assessment process.
- Carrying out high quality transition for learners entering the school for learners, parents and carers.
- Family's views and wishes are captured and used to support all learners at the Orchard.
- Creating bespoke personalised learning plans prior to entry.
- Appropriate staff allocated or recruited to meet learner needs.
- We are committed to supporting our learners educationally and emotionally throughout their time at the Orchard
- Post admission the Orchard operate an open-door policy for parents and stakeholders to observe learner progression.

Assessment Places at the Orchard

Learners who are identified as having additional needs but do not yet have an EHCP will need to undergo the ECHAR assessment process. The Orchard may support local authorities, families and learners in gaining an EHCP by offering a short-term placement whilst all assessments are completed if capacity allows. Once a learner has successfully been granted an EHCP admission will be considered to the Orchard School.

Assessment places can also be accessed by learners with EHCP's that are either missing in education, school phobic, managed moves or the school is unsure as to whether they can meet the learners needs due to the complex nature of the learner's profile. These placements can be half-termly or termly in duration.

Assessment places can be terminated at any time throughout the agreed timescale if the learner's engagement or behaviour does not meet the schools acceptable behaviour standards.

Internal Initial Assessment Process

Document to be completed	Professional Responsible
I.L.J	FS Lead and tutor
Writing assessment	FS Lead and tutor
BOXALL	Tutor
Reading assessment	FS Lead and tutor
Forskills	FS Lead and tutor
Extra assessments identified	SENCo or Principal
Creation of PLT & Student Passport	SENCo or Principal
BMP	Assistant Principal/Care team

SIMS & Admissions & Learner Database

On taking up a place at The Orchard School, an entry is made on SIMS MIS and the Admissions & Learner Database. The Admissions & Learner Database is stored on the School secure server.

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

We are committed to ensuring that the Admissions & Learner Database 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 on SIMS and the Admissions Database.

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.

This policy will be reviewed annually by a Director.

	Initial	Review 1	Review 2	Review 3
Signed		D. Melia	D. Melia	D.Melia
Position		Director	Director	Director
Date		20/08/17	31/08/18	09/04/19

Appendix A – Orchard SEN Admission Flowchart

