



# St Dominic's School

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<b>Category</b>	School Administration		
<b>Document Name</b>	Admissions Procedure		
<b>Approval By</b>	St Dominic's School Governing Body		
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## Related Policies

Document	Reference
Admissions Policy	SA.P1

## Reference Material

Guidance
Education (Pupil Registration) (England) Regulations 2006

## Related Documents

Name	Reference
Register of Pupils Admission	SA.P1.02

## Introduction

St Dominic's School is approved by the Secretary of State for Education as a non-maintained residential special school under the control of RADIUS Trust Limited which is a Charitable Company. The school will only admit pupils restricted to the prime category of admission approved by the Secretary of State and registered with the Governments EDUBASE2 public database.

The aim of this document is to clearly state the school's provision and the admissions process and to identify the roles, responsibilities and expected timeframes for each stage of the process.

## Provision

St Dominic's School offers provision for up to 110 boys and girls with Autism and/or Specific Learning Difficulties including Speech & Language Disorders from the age of 7 to 19 years, 64 of which are residential places (weekly boarding). St Dominic's has provision for 30 sixth form students.



## Admissions Procedure

The diagram below identifies the roles, responsibilities within the school and provides a detailed workflow upon receipt of an enquiry from a Local Authority (LA) or parent/carer.

### Admissions administrator to research the enquiry: **Immediately**

- Receipt of an enquiry from an LA (via post, email or DPS) or parent/carer.
- For LA enquiries, register the papers in the system immediately and setup a file.
- For parent enquiries, record receipt of enquiry and parent contact details.
- Obtain approval to offer an assessment from one of three assigned members of the SLT and record decision (including SLT name, date and reason).

### Admissions administrator to respond to the enquiry: **Immediately**

- For LA enquiries, obtain approval from the LA to make initial contact with the parent/carer. If not approved, follow up within one week.
- Once approved, make initial contact and if required, make arrangements for the parent/carer to visit the school as soon as possible for a maximum of one hour (inform the parent/carer of the time restriction in advance). Advise the parent/carer to inform the LA of the visit. Inform LA of the visit within 24 hours.
- For parent enquiries, complete the standard questionnaire (see Appendix A).
- Agree follow up with the parent/carer and make arrangements for the pupil/young person to attend an assessment day within 1 week (liaise with SLT and staff).
- Issue a written confirmation of the conversation.

### Principal & admissions administrator to review statement: **at least 48 hours prior to the assessment**

- Provide a summary of statement using the assessments template (see Appendix B).
- Distribute to all staff involved in the assessment.

### Education, Therapy & Care Staff to carry out an assessment: **Within 1 week of initial contact**

- The pupil/young person attends the school for an assessment by the school and familiarisation by the pupil/young person.
- All staff involved to email their Yes/No response to the admissions administrator.

### Principal & admissions administrator to finalise the outcome: **Within 3 working days of the assessment**

- Collate staff responses and review with the Principal and/or Head of Education.
- If accepted, call the LA immediately with the outcome and include a formal offer letter (copied to the parent/carer).
- If not accepted, supply a brief reason and consider if any other GGSET setting is appropriate and offer to arrange an assessment.

### Admissions administrator to follow up offer and SLT member to complete baseline exercise: **Within 2 weeks of the offer**

- Upon receipt of the acceptance letter, request and record information and arrange a home visit. Update summary of statement to include home visit report and positive handling information.
- SLT member to complete a baseline exercise (attainment history to be received from the transition school and updated if available or created if not available).



## Communication

The admissions administrator will follow up with parents/carers and/or LA's within two weeks when awaiting responses or decisions.

All communication with the LA or parents/carers is recorded in the internal school system and a written confirmation (email or post) of all telephone conversations will be issued.

## Roles & Responsibilities

There are several members of staff who participate in the admissions process within St Dominic's School. These roles and responsibilities are:

- Admissions administrator - the purpose of this role is to provide a single point of contact for Local Authorities and families as well as executing efficient and consistent communication.
- Three members of the Senior Leadership Team to assist in decision making for assessments.
- Education, Therapy and Care staff to be involved in the assessment day.
- Principal and/or Head of Education to review responses and approve the outcome.

## Offer Letters

If accepted, the admissions administrator will issue formal offer letters to Local Authorities, copying the parent/carer and will follow up within two weeks. The offer letter contains:

- Starting date
- Schedule II (IPS)
- Actual fee/banding (confirmed by the Pupil Panel based on evidence) and if necessary a separate report on banding justifications and assessment outcomes.
- Paragraph on expectation of payment of pupil premium if family are eligible.

## Acceptance Process

Following the receipt of an acceptance letter, the admissions administrator:

- Requests CTF transfer details from previous school (pre-attainment data).
- Sends an administration pack for parents to complete prior to a home visit, including an FSM form (issued by Babcock 4S).
- Contacts the family to organise a home visit.
- Scans the statements onto the shared network.

On completion of the home visit the admissions administrator updates the summary sheet to include findings from the home visit and positive handling information.

If available, the pre-attainment data from the transition school is updated by the SLT member based on the school's assessment and used as a baseline to track pupil's progress.

St Dominic's School will store a scanned copy of pupil's statements and paperwork in the internal system on the pupil's profile.



## Register of Pupils Admissions

St Dominic's School maintains a Register of Pupils Admissions to comply with the Education (Pupil Registration) (England) Regulations 2006. The register contains an index in alphabetical order of all the pupils at the school and the following particulars in respect of every such pupil\*:

- name in full;
- sex;
- the name and address of every person known to the proprietor of the school to be a parent of the pupil and, against the entry on the register of the particulars of any parent with whom the pupil normally resides, an indication of that fact and a note of at least one telephone number at which the parent can be contacted in an emergency;
- day, month and year of birth;
- day, month and year of admission or re-admission to the school;
- name and address of the school last attended, if any;
- a statement as to whether each pupil of compulsory school age is a boarder or a day pupil and that statement shall be amended accordingly where a registered pupil at the school becomes or ceases to be a boarder at the school.

\*A pupil is a pupil at the school from the beginning of the first day on which the school has agreed, or has been notified, that the pupil will attend the school.

A pupil can be lawfully deleted from the admission register on the grounds prescribed in the regulation 8 of the Education (Pupil Registration) (England) Regulations 2006.

Every amendment made to the admission register includes the original entry; the amended entry; the reason for the amendment; the date on which the amendment was made; and the name and position of the person who made the amendment.

Every entry in the admission register and attendance register will be preserved for a period of three years after the date on which the entry was made.