Fair Ways Schools
Admissions Policy

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Fair Ways Vision, Mission and Values

Our vision
To build a community that changes lives, makes a difference to society and leaves a legacy greater than us and our contributions.

Our mission
To grow a compassionate, resilient, and trauma-informed community, that embraces learning, so that we improve the lives and outcomes of individuals.

Our values
Our values form the heart of the work we do, defined by Fair Ways people, for Fair Ways people. These are the values by which we operate, by which we are governed, and to which we are held accountable.

We therefore expect every individual within Fair Ways to *play their part*:

PROFESSIONAL	**ACCEPTING**	**REFLECTIVE**	**TRANSPARENT**
· We do what we say we will. · We approach challenges with optimism and enthusiasm. · We don't judge, we notice. · We put the needs of the service before our own personal gains.	· We don't give up on people. · We value all individuals and are willing to challenge them. · We embrace each other's differences as much as our similarities. · We accept responsibility for our actions.	· We give feedback, we invite feedback, we listen to feedback. · We look inward before we look outward. · We learn as much from our mistakes as from our successes. · We listen to each other, learn from each other and grow together.	· We are always willing to explain why. · We have the courage to be open and honest. · We earn trust through our transparency. · We live by our values even when no-one is watching.

1 Scope

1.1 This document describes Fair Ways School' policy on referrals and admissions.

1.2 This policy relates to both Fair Ways school and Glade school under the Fair Ways education umbrella.

2 Introduction

2.1 Students are referred to Fair Ways School because the diversity of their needs is such that they cannot be met effectively in other local schools or other education settings. If we aspire to meet such needs, it is essential that a systematic approach be adopted and that planning commences at the time of referral. Furthermore, in response to the Education Act 2011 and the accompanying Code of Practice, Children's Trusts are making increasing demands of centres in terms of the formulation, implementation, review and evaluation of individual programmes for students. The procedure described below addresses this issue but is advocated largely in terms of improving professional practice.

3 References

3.1 National Contract for the Placement of Children and Young People in Day & Residential Independent & Non-Maintained Special Schools NASS (2011). www.nassschools.org.uk

4 Abbreviations and Acronyms

Abbreviation or Acronym	Description
AD	Applicable Document
LEA	Local Education Authority
NASS	National Association of Independent Schools & Non-Maintained Special Schools
RD	Reference Document
SSD	Social Services Department

5 Referral and Admissions Criteria

5.1 Fair Ways School usually only accepts students whose difficulties cannot be met in a mainstream school or similar provision.

5.2 The student must meet the following criteria:

- Have an Education, Health Care Plan in which Fair Ways School will be named as the student's school.
- Be referred by the local authority for a placement through a consul process into our education referral inbox

5.3 If the local authority send a consult and EHCP for consideration for a student placement then the school will add this to their waiting list, sending email confirmation of this.

5.4 Once a place becomes available at the relevant correct school site, a home assessment visit will be undertaken by the relevant school's Pastoral manager or their team to assess whether the school can meet the need of the student and that the placement will not disrupt the safety or safeguarding of existing students within the provision.

5.5 At the time of any pre-assessment and school visit we will take into consideration the mobility needs of the students to ensure they will be able to exit the building safely in the event of an emergency i.e. a fire evacuation. We will ensure that students have a detailed Personal Emergency Evacuation (PEEP) if required.

6 Refusal of Admission

6.1 The Head of School/Headteacher reserves the right to refuse admission in the following cases:

- The school is fully subscribed and admitting further students would be incompatible with the provision of efficient education or the efficient use of resources. (Refer point 7 Waiting List below)
- Where the admission of a student would compromise the Health and Safety/Safeguarding of current students and/or members of staff within the school or would seriously compromise or disrupt the education of students already within the school.

7 Waiting List System

7.1 Fair Ways School operates a waiting list system if fully subscribed. At the time of referral an email will be sent to the LA to advise the student will be placed on a waiting list. When a placement becomes or is due to become available, an assessment will take place to meet with and interview the family or carer and student. This is an opportunity to establish the suitability of the placement both to suit the needs of the

student and the needs of the current cohort within each school. If the placement is deemed suitable, an offer of placement will be sent to the local authority.

7.2 The waiting list is overseen by the Executive Head. When a space becomes available each student will be reviewed. Decisions will not be made dependent on the date of admission to the waiting list rather than the needs of the students and the current cohort to ensure the provision of efficient education and resources continues.

7.3 Once an assessment has taken place and an offer made for placement, the school will wait for confirmation of placement from the local authority before contacting the family to arrange the start date and transition programme.

8 Referral and Admissions Procedure

8.1 Students will generally be referred to Fair ways Education as possible admissions via a delegated representative of the Placement Commissioning team of a local authority. The initial point of contact will most probably be a Special Educational Needs Officer and will most likely be an email to the educationreferrals@fairways.co inbox.

8.2 For the admission to progress, the next stage will normally be a request for any documentation in support of the referral, e.g. Education, Health Care Plan or Statement, Educational Psychologist Report, Individual Educational Plan, advice reports, Health or diagnosis reports.

8.3 If the most suitable school site wishes to proceed with the referral, an offer of a home or school visit will be made to the family or carer(s)

8.4 Following the home visit, a meeting will be held internally with the school's SLT to discuss whether a place is offered.

8.5 A formal offer email will be sent to the Placing Authority either with an admission date and costings or an email will be sent stating why the school could not meet need and will not be progressing with the referral.

8.6 Once the Placing Authority has approved the placement, an individualised transition will be planned with the student and parents / carers.

8.7 A contract will be created between Fair Ways and the placing Authority in relation to the provision of educational services for the student. It is expected that all contracts will be in line with the *National Schools Contract for the Placement of Children*.

9 Associated Documentation & Legislation

- Education Act 2011