

# **Notton House Academy - Admissions Procedure**

## **Rationale**

A pupil placement at Notton House Academy should always arise from a process that identifies Notton as an appropriate and positive choice which best meets the need of the pupil.

## **Range of Provision**

Notton House Academy provides education for 50 boys whose local authority is Bristol, Bath, South Gloucestershire, Somerset, North Somerset, and Wiltshire. All of our pupils have an Educational Healthcare Plan and a primary need of SEMH, and some may have a secondary need of Autistic Spectrum Condition or Speech Language and Communication Needs.

Each pupil's needs are carefully and sensitively addressed, so that within the context of a well-developed curriculum, all of our pupils are fully included.

## **Procedure**

- Parents/Carers are encouraged to make a visit to the school. You may arrange this by contacting the school office.
- If requested, key staff from Notton House Academy staff may attend an Annual Review or carry out an observation at the young person's existing school.
- Consultation paperwork including the Educational Healthcare Plan is received by the school from the pupil's local authority requesting consideration of the pupil for admission.
- If a place is available and everyone is agreed on the suitability of the referral, the host local authority is informed.
- If it is decided that the school cannot meet the child's needs, the Authority is advised the reason for this decision.
- A transition programme, appropriate to the individual child, will be drawn up to support transfer. This may include: Visits by key staff between schools; Additional visits/part-time placement to support move by child.
- All pupils joining the school will be offered a visit to the school if they have not already visited, have a home visit, an admissions' meeting at Notton House where parents sign permission slips etc and the pupil carries out some baseline assessments.
- The existing school will be contracted to share up to date academic and behavioural information, and any significant safeguarding information that might be needed to inform our risk assessment prior to the pupil starting.
- Pupils usually start at Notton on a Wednesday evening around 4pm and are settled in by families. They then go onto the school roll the following day.

## **Please Note**

- Notton House does not admit pupils into KS5, but on some occasions we will accept a referral for a young person already on roll to remain with us for Year 12/ Year 13 where they are not ready to lose the 24-hour curriculum on offer and would be in danger of becoming NEET.
- We do not usually admit pupils into KS4 as this can cause difficulties with providing the options curriculum where we rely on 14-16 programmes from other providers such as Wiltshire college; however, any consult for a KS4 pupil is considered carefully.

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