**Chadwick High School Admissions Policy**

**September 2023-2024**

There are 3 types of admissions to Chadwick High;

# Permanently Excluded Students who reside in Lancashire 2. Medical Referrals for students who reside in Lancashire

**3. Alternative Provision places for students attending Lancashire Schools or who reside in Lancashire.**

The referral process for each type of provision is slightly different but the admission process is very similar.

Any admission which is outside these parameters must be made through Pupil Access Team eg a new to area student who has not been PEX.

# Permanently Excluded Students

If the student has been excluded permanently from their school the Pupil Access Team will contact Chadwick High and inform us of the exclusion and pass on your contact details. There is a statutory time frame of 6 days from the date of the exclusion for the admission process to begin. We aim to ensure that no student is waiting longer than 6 days from the point we are informed of the exclusion.

# Medical Placements

If the student has been unable to attend school for a period of 15 days because of a medical condition which despite the best efforts of the school to meet need has not resolved the issue of non attendance then a Medical referral may be appropriate. For this to be successful both the referring school and the students consultant must complete supporting statements and submit them to the Local Authorities Medical Panel for assessment. This panel will then decide if a Medical placement will be commissioned.

# Alternate Provision

Mainstream schools can direct students to Chadwick High to support their behaviour or to have specialist input to support statutory assessment with respect to the EHCP (Education Health and Care Plan). This is a traded service for which schools contribute to the cost of the placement. Typically 6 weeks in length they can be shorter or longer dependant on need.

# The Admission Process

It’s very important that we know as much as possible about each student before they start with us. Its also very important that new students are familiar with the school and its staff before they start fully. This makes for a smooth transition from one setting to the next and allows us to be transparent and honest with each other around expectations and outcomes.

*Home Contact*

 Typically our first point of contact will be at the family home, this allows for a relaxed setting where the student is comfortable and can share some of their concerns. Its very normal for students to be anxious about starting in a new school or to worry about their timetables, school day etc. This meeting helps to get all those questions out of the way and to start developing the close relationships with students and family that the school excels at.

*School Visit*

Student and carer will then come to the school to complete the admission paperwork, tour the school, meet staff and students and the headteacher. At this point a start date will be agreed.

*Starting at School*

The student will be met on their first day by a named member of staff, typically their key worker who they will have already been introduced to. We will ensure that the student is closely observed at all times and that need is anticipated and met. The Key Worker will contact home daily for the first few weeks to ensure that parents are fully informed of how the student is acclimatising to the new setting.

If the admission is for a Medical Place or an AP place then the referring school or Medical Consultant may also be present at some point to give their input into the process.

We want this process to be quick, non bureaucratic and informative, however it is always in the students interests that any admission is full and complete as this always leads to a more successful placement