



Shortenills & Shortenills Abbey Admissions Policy

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Policy reviewed by	Executive Headteacher, Trustees Ratified by Trustees
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1. Purpose and context

Aspire Shortenills and Shortenills Abbey are nurture provisions led and managed by the Aspire Schools trust.

Aspire Shortenills and Shortenills Abbey accept new admissions from children who have an Education Health and Care Plan (EHCP). Prior to naming Aspire Shortenills or Shortenills Abbey on a child's EHCP, the LA must consult with the school over the admission of the individual child and carefully consider the school's response, parental views, and whether the school is suitable for the child given their age, aptitude and SEND, and whether the admission would be provision of efficient education at the school or the efficient use of resources.

Once Aspire Shortenills or Shortenills Abbey is named in the EHCP, the school is under a legal duty to admit the child, subject to any formal complaint which may be lodged with the Secretary of State for Education.

2. Admissions criteria

All students admitted to Aspire Shortenills and Shortenills Abbey have undergone a statutory assessment and have an EHCP that identifies SEMH as the primary area of need. The student's SEMH difficulties will impact on their ability to maintain emotional wellbeing in all aspects of their life, and they will be students whose needs cannot be met in a mainstream school. Their complex needs will have been identified as requiring additional support in relation to:

- Achieving emotional wellbeing
- Working towards independent self-regulation
- Building relationships with others in order to address attachment needs
- Developing the skills for positive social interactions
- Acquiring the skills that will lead to independent living and positive engagement in the community

The school will meet with representatives from the Local Authority on a regular basis, to ascertain the priority order in which the LA would like Aspire Shortenills and Shortenills Abbey to admit students. Children who are looked after and those with medical needs will take priority for admission in this process.

3. Organisation of the school

Aspire Shortenills and Shortenills Abbey operate an education delivery model based on key stage groups. Due to the staffing structure and design of the building facilities, key stage classes are based in distinct areas. Classes are of up to eight students depending on the needs and complexity of the students in the class. The staff:student ratio at this level ensures that students needs can be met and ensures the safety of everyone in the school. The health and safety of students and staff may be seriously compromised if these numbers are exceeded. The Executive Head Teacher's decision about a particular class size is final.

4. Funding

The school receives funding from three sources:

- The Education & Skills Funding Agency provides funding for each stated place at the school up to the Published Admissions Number (PAN). This funding is used by the school to support the educational provision for all children on the school roll.
- The local authority provides “top up” funding, which should reflect the cost of making provision for that child’s individual needs in excess of the place funding. This top up funding is agreed between the provider and the commissioner and reviewed as per SLA contracts.
- The school may also receive additional grant funding from other sources, e.g., Pupil Premium.

5. Consultation process

When Aspire Shortenills or Shortenills Abbey are consulted over a proposed placement, we will generally take the following approach:

- The Executive Head, Head of SEMH and Shortenills/Shortenills Abbey SLT may review the EHCP to assess whether we can meet needs and what impact the admission would have on existing students.
- The Executive Head, Head of SEMH and Shortenills/Shortenills Abbey SLT will review the proposed level of funding to assess whether this is appropriate given the needs and the cost of provision required.
- Where appropriate, an observation of the student in their current setting will be undertaken to inform the school’s response to consultation.
- In considering the school’s position prior to responding, the school will take into account the class size and learning area into which the student would be placed. The school’s position is that the maximum class size and learning area size will be defined by the nature and demands of the cohort so far, as it ensures there are no grounds for incompatibility with the provision of efficient education.
- Once a decision has been reached a letter advising of the outcome will be sent to the LA.

Consultation documentation that is incomplete or does not include information from all professionals engaged with a child and/or their family will not be considered and will be returned to the LA. Please note that the 15 day consultation period cannot start until all relevant information has been received. The school reserves the right to reconsider our position in relation to a child’s suitability or incompatibility if new information emerges during or post consultation prior to their transition into school.

This consultation process applies to all students, including those moving into Buckinghamshire from another LA, those who move from another LA and already attend specialist provision, and Looked After Children. Aspire Shortenills does not consider any other school to offer “like for like” provision.

6. Visits

Parents for whom the consultation process has already commenced will be invited to visit the school.

7. Admissions process

Once Aspire Shortenills or Shortenills Abbey is named on a student's EHCP, the admissions officer will send out induction and admissions information and arrange an admissions meeting with the Aspire Shortenills or Shortenills Abbey SLT. A personalised induction and transition plan will be agreed in this meeting in response to the student's needs.

Once the admissions process is concluded, students will be admitted to the school at the start of the next term or sooner at the school discretion.