MySide Hubs Policy

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| **Policy Title** | Admissions Policy |
| **Policy Number** |  |
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| **Reviewed By** |  |
| **For publication on website** | Yes/~~No~~ |

**Introduction:**

MySide is an independent day school for boys and girls aged 9-14 years old. The school’s capacity is 12 young people.

**The aims of this policy are:**

* Set selection criteria and procedures that are fair to all applicants. No applicant will be treated less favourably during the application process or during assessment on the grounds of their skin colour, race, ethnic or national origin, gender, gender reassignment, religious faith or belief, sexual orientation, socio-economic group, pregnancy and maternity, disability or special educational needs.
* To identify applicants whose academic and other abilities appear to match the ethos and standards of the schools and whose personal qualities suggest they have the potential to contribute sufficiently to the school’s community and benefit from the many opportunities that are offered to them.
* To comply with the Schools’ obligations under the Equality Act 2010.

This policy can be made available in larger print or more accessible format if required.

**Conditions of Admission:**

It is a condition for admission that:

* All applicants meet the selection criteria for admission
* Any conditions of entry to MySide are fulfilled
* The applicant is of appropriate age and maturity
* MySide can adequately cater for and meet the needs of any disability and/or special educational needs.
* Admission to MySide is at the CEO’s discretion.
* We are unable to accept young people who have a pattern of aggressive or violent behaviour

**Selection:**

The selection criteria for entry to the MySide is fair to all applicants and entails:

* Satisfactory reference from the applicant’s current School/Local Authority (if any)
* An interview with the CEO to ensure the applicant has the potential to contribute and benefit from school life and educational opportunities offered by MySide

**Admissions procedure:**

Young people may enter the MySide between the ages of 9 and 14 providing there is a space in the appropriate class/group.

The admissions procedure is as follows:

1. Young people, families and/or Local Authority Education case workers are welcome to visit the Hubs or participate in an initial conversation with the Hub lead.
2. Once an official request has been made, MySide will ask for relevant documentation and Education Health Care plans from the relevant local authority.
3. We will then review the documents and information gathered from the initial enquiry to determine whether a good ‘fit’ is likely.
4. Once the documentation has been reviewed, and any follow up information sourced and considered, families will be informed within 5 working days whether we feel the hub structure can meet the needs and deliver outcomes.
5. Please note, if the young person is unsuccessful at this stage an optional therapeutic report can be written to aid the young person in finding the right place for them.
6. The Hub will negotiate with the Case Officer the appropriate start dates and core fee model.
7. Please note, at this point that some young people need a step by step plan to help them assimilate to school life and we create this plan based on the young person’s needs. It is adjusted as time goes on because some young people assimilate more quickly or more slowly than they originally thought.
8. Once a start date has been determined the parents/carers will need to arrange transport with the relevant council. This can take 10 days with some councils.
9. We will request a completed referral form from the council, CTF and young person files from the young person’s previous school, and we will require parents/carers and young people to complete registration forms, create an account on our School Management System, and provide consent for activities/trips/medication/etc.
10. Meanwhile we will be working on a bespoke personalised integration plan for the young person to ensure their start with MySide is as successful as possible.
11. On arrival for their first day, each new MySide young person will receive their necessary resources.

Please note the CEO of School’s decision on admissions is final.

**Special Needs and Disabilities:**

MySide welcomes all applicants irrespective of any learning needs and/or disabilities. However, its facilities (physical and otherwise) for young persons with significant learning difficulties and/or physical disabilities are currently limited. MySide will do all that is reasonable to comply with the Equality Act 2010 so that MySide may accommodate the needs of disabled applicants for which, with reasonable adjustments, MySide can cater adequately. MySide will do all that is reasonable to ensure the application procedure (and any information about the school) is accessible for disabled applicants and will make such reasonable adjustments as necessary. (See Accessibility Plan)

Parents must inform the school when submitting a Registration Form of any special circumstances relating to their young person which may affect their young person’s performance in the admissions process and ability to fully participate in the education provided by MySide. Parents of the disabled young person may be invited to a preliminary meeting with the CEO to discuss ways in which any disadvantages could be lessened or eliminated from the admissions process and to ensure that the applicant can be adequately catered for should an offer of a place be made. The school may request further information, such as a medical certificate or educational psychologist’s report, and any associated correspondence from the young person’s current school that MySide considers necessary to make a fair assessment.

If, after reasonable adjustments have been considered, the school is unable to adequately cater for the needs of those young people with disabilities, parents will be informed why an offer will not be made.

If an applicant’s disability becomes apparent after admission, MySide will consult with parents about what reasonable adjustments, if any, can be made in order to allow the young person to continue at the school. If, after reasonable adjustments have been considered, MySide is unable to adequately cater for and meet the needs of the young person, the CEO may request parents to withdraw their young person.

**Complaints:**

In the event of any dispute regarding admissions, parents are referred to the Complaints Procedure, which can be made available upon written request.

**Admissions Process**

**ADMISSION ENQUIRY**

**Please return to melissa@myside.online**

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| **Young person’s full name:** | **Date of enquiry:** |
| **Parent/ carers’ name & address:** | **Date of birth:**  |
| **Home telephone number:****Mobile number 1:****Mobile number 2:** |
| **Parent/ Carers’ email address:** | **Current school year:** |
| **Current school roll: –** **Date of last school attendance:**  | **Placed outside chronological** **year group?**  |
| **Name of local authority Case Officer (if known):** | **Local authority aware of placement change? (Your local authority needs to be made aware you are looking at a placement before we can pursue)** |
| **Next annual review date if EHCP in place?** | **Current school aware of placement change?** |
| **Current provision for support:** |  |
| **When would you like placement to commence ideally?****Details of special educational needs/diagnosis:** **Details of medical needs:** |
| **Date of final EHCP (please attached and return to school):****EHCP in process (at which stage):****Other professionals’ reports that are relevant to your request for placement (Social Care / Educational Psychology, Therapy).** **Does your young person have any allergies?**  |

Thank you for taking the time to complete this form and draw together any other information that you fill will be of use to support your young person’s application.

If you have any questions, please do not hesitate to call Melissa on 07384897599