



*'Individual Growth, Individual People'*

Head Teacher: Mrs M A Tyers

# Admissions Policy

## Reviewed November 2016

## ADMISSIONS POLICY

### Facilities and Resources

1. Newark Orchard School is an area day special school for children with learning difficulties. It offers support to children with a statement of special educational needs in small groups, delivering the full range of the National Curriculum suitably differentiated to the individual needs of the child.
2. The school is registered with the Department for Children, Schools and Families for children in the age range 3 to 18 years.
3. Whilst the school's registration with the DCSF is for children with 'Severe and Moderate Learning Difficulties', the school offers support to children with a broad range of needs that can affect their learning and cause generalised difficulties.
4. Where a child's difficulties require additional specialist expertise, equipment or staffing levels not normally available in the school, those facilities and resources will be negotiated with external providers.
5. Children are normally taught in small groups. These levels of staffing are facilitated by *Higher Needs Funding provided by the Local Authority. This is moderated on an annual basis.*

### Admission Process

1. Admissions to the school are determined by the Local Authority through discussion at admission meetings. The decision of the responsible Placement Officer is final.
2. The number of children to be admitted to the school is normally determined by the Agreed Place Number that has been set in agreement with the Local.
3. Prior to admission, all relevant papers will be passed to the school. The school will meet with the parents/carers, child and current school if applicable to determine the arrangements for the child's admission.
4. All placements are subject to annual review according to the requirements of the Education Act and the Code of Practice.
5. Children will normally be admitted in the Autumn Term. Children will also be admitted at other times according to need and as required by the Local Authority.
6. Whilst the school normally expects to admit children from the local area, it is a county resource and may be required to admit a child from any part of Nottinghamshire.

### Commitments

1. The school is committed to providing the highest quality educational opportunities for its children. The school makes that commitment without reservation or qualification.
2. The school expects that any child who attends the school will be equally committed to taking advantage of those opportunities.
3. School expects that parents/carers will support the school by complying with the Home/School Agreement.



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Pupil Name: .....

**School will try to:**

- Value and respect each child as an individual
- Encourage high expectations and pride in achievement
- Recognise and praise progress and achievement
- Provide opportunities for pupils to develop their potential in all areas
- Inform parents/carers of the progress and welfare of their child
- Provide and monitor homework which is appropriate to the child's needs
- Provide a safe and orderly environment in which to work

Signature(s) .....

Date .....

**Parents/Carers will try to:**

- Support the school in its aims and values
- Ensure their child's regular and punctual attendance
- Notify the school early on the first day of the reason for their child's absence
- Support the school's code of conduct
- Support their child in the school work they are expected to do at home
- Tell the school about any circumstances which may affect their child
- Attend Annual Reviews and discussions about their child's progress
- Ensure their child is dressed appropriately

Signature(s) .....

Date .....

**Pupils will try to:**

- Respect each member of the school community
- Abide by the school's code of conduct
- Attend school regularly and punctually and bring the correct equipment
- Look after the school and its surroundings
- Try their best and work hard
- Dress appropriately

Signature(s) .....

Date .....