



## Admissions Policy and Procedures

Policy Review Schedule			
Date Policy agreed by SLT	04/09/23	Date Policy Agreed by Governing Body	11/10/23
Policy Review Schedule	Annual	Date for Review	26/06/24
Signed by the Chair of Governors	Joseph Turner Wing		
Signed by Headteacher	Jon Kelly		

## 1.1 Introduction and Aims

Newhaven School is a complex organisation with a number of provisions with varying admissions procedures. The Royal Borough of Greenwich is the admitting authority and the current APN is 246 broken down as follows:

Newhaven Pupil Referral Unit	122
NEST	39
Newhaven King's Park	55 (including 20 in the 6 <sup>th</sup> form)
Newhaven Outreach	18 (with 10 on the SEND pathway and 8 on the Inclusion pathway)
QEH Supported Internship	12

Newhaven aims to be as fair and transparent in its admissions processes and welcomes all new students and their families. To do this we will ensure that:

- Parents/carers and students are positive about their placement at Newhaven.
- The students' introduction and induction into Newhaven are positive.
- The process follows all statutory requirements.
- Students meet the admissions criteria for Newhaven so that the school is able to meet their needs.
- Their admission will not have a significant negative impact on the efficient education of those already on roll.

The admissions process will be

- Clearly outlined to prospective parents and carers.
- Provide an opportunity for parents/carers and prospective students to visit to help them make informed decisions
- be handled as sensitively as possible taking into account both the needs of the pupil and their family
- begin to establish the partnership with parents / carers and clarify expectations
- facilitate the exchange of information and ideas between home and school through home visits and induction meetings
- enable parents / carers to become confident partners in their child's education
- be sensitive to the needs of other pupils in the class and the resources available
- include close liaison with feeder schools where appropriate
- Include liaison with the external agencies involved with the student as appropriate (e.g. SALT, EP, Social Care, OT).
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## 1.2 The admissions process

### Newhaven PRU

Newhaven PRU provides education for students who have been permanently excluded from school, as part of a managed move or for students in the borough where the next steps for their education are not clear. Admissions are managed with the local authority Inclusion section and the school including through the Fair Access process and with the support of the virtual school where appropriate.

Referrals are made from mainstream schools or the authority through the monthly Fair Access Panel, by Permanently excluding and by processes designed around individual students.

On admission, students attend the Newhaven Assessment Centre where work is done to consider the next steps that will best meet their needs.

## **NEST**

NEST provides education for students who's severe and enduring mental health needs have not responded to significant interventions from CAMHs and school to the point where they are able to attend school. Students who join NEST will remain dual rolled with their mainstream provision until December of year 11. This is to facilitate a return if this is in the best interests of the child. In December of year 11 a decision will be made involving the student, family and both schools. If it is in the best interest of the child to remain at NEST and complete their KS4 education there, they will move onto the role of Newhaven solely.

Admissions to NEST are managed through Greenwich's educating students with medical needs guidance. Applications will be made jointly by family, school and medical professionals. These are usually led by the school. They will be considered at a fortnightly medical needs triage panel and if they seem suitable for NEST will be moved onto the termly (6 times a year) NEST admissions panel (for dates see the school website [Admissions | Newhaven School](#) ).

Induction follows a process of visits if none have yet happened, a home visit to complete induction forms, a week long assessment process while we get to know the student and their needs and then a programme of induction into the school full time. This is usually straight away but will depend on the needs of the student and may initially be on reduced hours.

## **Kings Park**

King's Park provides education for students with autism and severe and enduring mental health needs that have not responded to significant interventions from CAMHs and school to the point where they are able to attend a mainstream school. It caters for those from 11-19. Students applying usually have an EHCP and will have had a transitional review where King's Park was considered. Students for admission into year 7 and 12 in September of the following year will be discussed at an admissions panel on in October. The panel consists of representatives from the school, local authority SEND section, Autism Outreach Service, the Educational psychology service and Newhaven Outreach.

Where students wish to be considered for a place at other times of the year, application can be made to the borough SEND section, usually through the annual review process. Any such applications will be considered by a virtual panel consisting of the same people as above.

Induction will be bespoke including sessions in the previous Summer term for those starting in September, assessment sessions and an introduction to the student's class at a pace which the family, student and school feel they can handle.

## **Newhaven Outreach**

Outreach provides education for two cohorts of students. These are those who can't attend school due to the severity of their mental health difficulties and who either

1. Have a diagnosis of Autism or
2. Are categorised as Emotion Based School Refusers.

In case 1, places are allocated through the King's Park admissions process and in case 2 through the medical triage panel outlined in the NEST procedures above. In case 1 the aim is to get students back into educational provision or to prepare them for the next stage of their education. In case 2, the purpose is to provide a 12 week intervention to support students back into their mainstream schools or another appropriate provision.

## **Hospital Internship**

This is a work based programme for students from 18-25 based at the QEH hospital. Admissions are through the Greenwich SEND section and will usually be supported by a transitional review.