



# Admissions Policy

## 2024-2025

### **Introduction**

Northleigh House School is an independent school and operates under a Board of Trustees. This policy is in line with government legislation and is designed to ensure there is a fair admissions procedure for all applicants, and to help guide parents and their children through the application process.

Northleigh House School deals with applications for admittance from local authorities, in strict order of receipt and is dependent upon whether a place is available.

Northleigh House School is a non-selective independent school which offers provision for school phobic secondary aged students who are unable to attend mainstream school due to anxiety.

The school works hard to maintain the exceedingly delicate balance of the student community. Therefore, cannot cater for students who have acute special educational needs where the level or nature of the needs is beyond that of our staff and/or resources.

Admission and entry will be subject to the availability of a place and the student satisfying the admissions requirements.

The school operates an Equal Opportunities Policy and adheres to the Disability Discrimination Act.

### **Admissions Procedure**

#### **1 – Initial Enquiries**

Initial enquiries may be dealt with by the School Director or the Curriculum and Learning Coordinator or the Chair of Trustees. There is no formal entrance examination.

#### **2 – Parent/Carer Meeting**

Parent(s)/Carer(s) are invited for an introductory meeting with either the School Director, the Curriculum and Learning Coordinator or the Chair of Trustees. If the school can consider the enquiry further, information will be gathered from various agencies.

### **3 - Information Gathering**

All written data (school and specialist reports - educational psychologist, occupational therapist, outside agencies, etc.) will be gathered. Local Educational Authorities will usually consult with the school as to whether we are able to meet the needs of individual students.

### **4 – Student Visit**

If the school thinks it is possible to have the student, then the parent/guardian and student will be invited to view the school and meet the School Director, the Curriculum and Learning Coordinator or the Chair of Trustees. If time allows, we like to offer potential new students a taster day(s) so that they can familiarise themselves with Northleigh and how the school works on a day-to-day basis.

### **5 – Offer of Place or Assessment Period**

If after as much information has been gathered, the school feels that they might be able to meet needs, then an offer of a place will be made, subject to sufficient funding. Northleigh House School will reflect on the current composition and needs of the community prior to accepting new students.

If concerns are raised about a current student after admission, an emergency review meeting will be called to discuss whether the school can still meet the individual student's needs.

If there is a limited amount of information available for the proposed new student, an assessment period may be offered, rather than a full place – usually 12 days over 6 weeks, but longer, if necessary. If the assessment period is satisfactory, then a probationary place will be offered, subject to a successful review, after the first 6 months.

All offers made for a place at Northleigh are subject to an assessment period to ensure that a placement is right for the student. We recognise that the majority of potential students who are offered a place, usually have had some time out of the structure of a full-time educational setting. Northleigh can operate a phased timetable to assist with transition, but it is anticipated that a full timetable will be in place by the end of the assessment period. After this assessment period it may be decided that continuing a placement at Northleigh may not be appropriate and local education authorities may need to find an alternative provision.

All places at the school are always subject to the school being able to continue to meet the individual student's needs and appropriate discussion and/or meetings will take place with parents/carers and/or the local education authorities.

### **6 – Student Admissions Pack**

The Student Admissions Pack should be completed in its entirety and returned to the school, addressed to Louise Hayward – Curriculum and Learning Coordinator or Amelia Freck-Edwards – Compliance Officer. Photographic and documentation identification is required prior to Admission for compliance with regulations and legislation. We can organise for a photograph to be taken or a passport style photography will need to be supplied by parents/carers.

- Parents will be asked to sign the Declaration below on our Student Admissions Pack.

## **Changes to Admission Arrangements**

The admission arrangements for the school will change in accordance with national legislation and policy review. Parents/carers will be informed of any changes being made.

Parents/carers must notify the school immediately if there are any changes that may affect their child's application. Where the child has multiple addresses, we will require addresses where the child may reside, any changes to these addresses should be notified to the school office.

## **Contacts**

**Northleigh House School, Five Ways Road, Hatton CV35 7HZ**

**Telephone Number: 01926 958227**

**School Director - Elaine Simmons – [elaine.simmons@northleigh.co.uk](mailto:elaine.simmons@northleigh.co.uk)**

**Curriculum and Learning Coordinator – [louise.hayward@northleigh.co.uk](mailto:louise.hayward@northleigh.co.uk)**

**Chair of Trustees – Viv Morgan – [viv@northleigh.co.uk](mailto:viv@northleigh.co.uk)**

**Review Date:     September 2025**