



# The William Henry Smith School & Sixth Form

## Admissions Policy

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### Policy details

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<b>Status:</b>	<b>In-house</b>
<b>Frequency of review:</b>	<b>Annually</b>
<b>Lead member of staff:</b>	<b>Caroline Booth</b>
<b>Last reviewed:</b>	<b>Autumn 2023</b>
<b>Next Review Date:</b>	<b>Autumn 2024</b>
<b>Policy Number:</b>	<b>WS 3</b>

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### 1.0 Terms of reference

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The William Henry Smith School & Sixth Form is approved under Section 188(3) (b) of The Education Act 1998 as a residential school for students with Social, Emotional and Mental Health needs, aged 5-19 years.

The school is registered with the DfE for up to 87 residents and day (non-resident) students and provides placements on a weekly boarding basis. 87 includes the holding of 4-day places for Boothroyd House (commissioned by the Smith Foundation). The school offers several part residential placements which offers the opportunity for students to take advantage of planned social care activities and experiences, and midweek sleep-overs to provide as agreed with Social Care (as a separate arrangement).

The policy meets the requirements set out in the SEN Code of Practice (2015).

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## 2.0 Students

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As such, to be considered for admission, a student must be within the age range 5-19 years and be deemed under the 1998 Education Act as being in need of Special Residential or Day Provision on the basis of their social, emotional and mental health needs including complex learning difficulties. Alternatively, such an EHCP must be imminent or in the formal process of being drawn up. The school also considers part-residential and extended day placements.

Prospective students must have the ability to take a full and active part in the school's curriculum, with appropriate support.

Students referred to the school for potential placement are likely to have struggled to thrive in a mainstream or alternative special provision. They may have suffered ACEs, severe emotional, physical and possibly sexual abuse. Many students will require the integrated services of Education, Care and Health and therapy. Referrals are usually initiated by the responsible Special Education Needs Department. Information provided will include background history of the child, together with the Education, Health and Care Plan statement and any relevant therapeutic, or health and safeguarding information, including and specific Child Protection or Adult Protection, previous and current work in progress. This information is considered by members of the Senior Leadership Team. Whenever a referral is deemed potentially suitable, the school will arrange for the child and his parents/carers to visit the school. If the visit indicates a positive 'match' between the school and the student, then a visit to the home will be arranged.

Each potential student will be considered on the basis of whether The William Henry Smith School & Sixth Form can meet his individual needs and be best fit with the current cohort. The school upholds its statutory responsibilities in terms of race, disability, gender, age, religion and belief, sexual orientation, gender reassignment, pregnancy and maternity, and, marriage and civil partnership is in line with The Equality Act 2010 and no discrimination will take place.

Referrals for a school place required by Boothroyd House carry the same level of scrutiny to ensure suitable matching of needs to change cohort.

The school does not provide for emergency admissions.

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## 3.0 Home base/contact with home

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All students must have a relatively secure and supportive 'home' base. It is the school's priority to ascertain parents/carers commitment to supporting the placement prior to admission. It is school policy that students have as much contact with home as their personal circumstances allow (students go home every weekend and during holiday periods). Home must either be within reasonable travelling distance or, alternatively, special arrangements must be put in place to ensure that students can access home in accord with school policy.

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## 4.0 Suitability

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Placing authorities must satisfy themselves regarding the suitability of the school prior to placing a student. Parental choice is recognised as an important part of the process.

Parents/carers must satisfy themselves regarding the suitability of the school and be willing to work in partnership with the school in its endeavour to help students resolve their presenting difficulties. Parents/carers must sign the school's admission agreement to this effect (to be issued if a placement is offered).

The school must establish suitability through appropriate admission procedures. The school must be confident of its ability to meet student need and as a part of this it must also consider the overall balance of its current client group.