



## **CALDER LODGE SCHOOL**

### **ADMISSIONS POLICY**

Calder Lodge School provides places for up to 40 pupils aged 5 to 11. The policy of Calder Lodge School is that the same procedure is followed in respect of all pupils referred by Local Authorities for placement. The school caters for pupils with education health care plans related to social emotional and mental health difficulties and will consider boys from 5 to 11 subject to a successful interview process.

#### **Admission Criteria**

- Pupils will be aged between 5 and 11 years.
- All pupils will have a EHCP.
- The EHCP will specify that the pupil has SEMH needs.
- Pupils may have specific or generalised learning difficulties.
- There might be exceptional circumstances in which a pupil is admitted for a formal assessment by the LA.

#### **Admissions Process**

All pupils admitted to Calder Lodge School will have been initially referred by their LA. If, after reviewing the information provided, the school believes that the pupil meets the admission criteria, arrangements will be made with the LA for the parents / carers and pupil to visit the school. The interview will include a tour of the school and a meeting at which the school policies and curriculum are discussed. Visitors will have the opportunity to ask any questions they may have. Parents / carers also have a chance to view the school while it is in session, ask questions and gain as much information as possible. Similarly they need to feel positive about the prospect of their son or charge attending Calder Lodge School. The interview will be supported by a visit to the prospective pupil's home by a member of the Senior Leadership Team where any additional matters can be discussed within the pupil's home environment if deemed necessary.

If, following these visits, all concerned are agreed that the pupils' needs can be met at the school and that the pupil and parent / carers are committed to the placement, arrangement will be made for admission.

The interview is a vitally important stage in the admission process. It is an opportunity to find out more about the prospective pupil and his family placement, his background, and his behaviour in the home setting and home area. It is important to know if he has committed offences. It is also an opportunity to get to know the pupil on a personal level.

It is crucial to ascertain the pupil's response to the school and assess whether it is likely he would "fit in". It is important that the pupil feels comfortable and responds positively to the

school environment, having been shown around by a pupil / staff member. A pupil handbook provides information about the school to take away. Ultimately it is necessary for the interviewee to want to be in school, and to feel positive about a future at Calder Lodge School. Should the prospective pupil be particularly negative about the school and future attendance, a further visit can be planned or the application withdrawn by mutual agreement.

Should agreement be reached, a place will be offered at the request of the LA.

The school will provide each pupil a pupil handbook, a school uniform and there will be an induction process.

The school will provide to each parent / carer details of Calder Lodge School and a school prospectus.

An admissions register is maintained by the school as per DfE regulations.

## **Admissions Policy**

**Next review date:** July 2021

**Member of staff responsible for implementation and review:** Dan Creed

**Position:** Head Teacher

**Approved by:** Dan Creed

**Date:** 01/12/2020