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# ADMISSIONS

## POLICY

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This policy will be kept up to date and will be reviewed once per year as part of the company's Quality Assurance arrangements.

**Review Period**  
1 Year

**Approved by**  
Directors/Governors

**Review Carried Out By**  
Quality Team

**Date of Approval**  
August 2019

## **1: Introduction**

Orion aspires to a non-selective admissions policy and does not discriminate between applicants on grounds of physical or intellectual ability, gender, religion, ethnic origin or any other reason other than its capacity to meet the applicant's educational needs and this is achieved by adhering to the Equality Act 2010 and The Human Rights Act 1998. Orion wishes to treat all applicants fairly and openly, and to be timely and effective in its communication with them. We have an open policy of recruitment that does not demand a particular level of academic attainment to gain entry. We ask that students want to come to us and are keen to learn and take responsibility for their learning. Applicants for admission to Orion are assessed by referral forms, interview and baseline assessment in order to acquire as much background information on the individual as possible, to determine suitability and support needs. Orion will be sensitive to any requests for confidentiality.

## **2: Referral Process**

On receiving an enquiry whether by telephone or email from a commissioning school or the Local Authority considering placing a student at Orion, an admission pack should be sent out to the commissioning school for them to complete with all relevant information pertaining to the individual (including a full risk assessment) and when completed, returned to Orion's Admissions Team. Upon receipt of the pack, the team will make contact with the commissioning school to arrange a meeting with the student, parents or guardians. Parents must disclose any known or suspected circumstances relating to their child's health, development, allergies, disabilities and learning difficulties. The meeting will be conducted by a representative from the Admissions Team whereby the student can meet teachers and take part in subject taster activities. There will be an opportunity to look around the facilities, ask questions and discuss the educational programme required to meet the student's needs.

If the placement seems appropriate then fees will be agreed with the commissioning school or the Local Authority and a provisional place will be offered with a date proposed to complete a trial enrolment.

## **3: Trial Enrolment**

Following the meeting, those with an interest in proceeding with the placement will be invited to enrol on a four-week trial placement. During the trial period, assessments will be undertaken by Teachers and Mentors. Assessment will identify the educational, behavioural, pastoral and social needs of the student concerned through a series of activities and observations. During the four-week trial period the Head of School may terminate the trial placement if any safe guarding risks become apparent that place other students, staff or the wider community at risk.

## **4: Offer of a Placement**

If the admission is appropriate then confirmation of a place will be made by email or letter to the commissioning school and/or parent/guardian.

In the event of a request for admission being declined, the commissioning school and/or parent/guardian will also be notified of the decision by email or letter. Orion reserves the right to refuse entry if the placement does not meet the educational, pastoral and social needs of the student concerned.

Admissions maybe declined if:

- Admissions exceed the number of places available
- Orion does not have the capacity to meet the student's educational needs, taking into account its responsibility to the student's already in the class.
- Orion is unable to provide the full range of facilities and support for students requiring learning support and/ having special educational needs.
- The availability and suitability (including year group) of a place in the class appropriate to the applicant.
- If the student is deemed high-risk for safeguarding following completion of a risk assessment

## **Appeals**

When a parent is informed of a decision that refuses their child of a place, it must include the reason why admission was refused, information about the right to appeal, the deadline for lodging an appeal and the contact details for making an appeal. Parents must be informed that if they wish to appeal they must set-out their grounds for appeal in writing.