



# ADMISSIONS POLICY

<b>Policy Author:</b> Elizabeth Caldicott	<b>Version No:</b> 1
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## **Introduction**

Orion is an independent school for boys and girls aged 13 to 16 years. The school has capacity for 35 pupils.

The aims of this policy are:

- To set selection criteria and procedures that are fair to all applicants, with all applicants allowed to, explore relevant options available to them.

The policy will ensure:

- Orion comply with DfE statutory guidance and Keeping Children Safe in Education
- Orion complies with obligations under the Equality Act 2010 to ensure that no applicant will be treated less favourably during the application process or the assessment on the grounds of: race, ethnic or national origin, gender, gender reassignment, religious faith or belief, sexual orientation, socio-economic group, pregnancy and maternity, disability, or special educational needs.

## **Who is suitable for a place at Orion?**

Provision is available for year 9, 10 and 11 pupils.

Those who are likely to benefit from a placement at Orion are likely to fall into the following categories:

- Social and emotional issues that are impacting their education.
- Patterns of poor school attendance, emotionally based school avoidance or those finding it difficult to maintain consistent attendance.
- Disaffected with mainstream education, to the point full-time mainstream education is no longer a positive option.
- Bullying may have taken place.
- Young people who are disadvantaged and vulnerable due to a range of social circumstances (e.g. families experiencing risks such as poverty, substance misuse, mental health issues) which are impacting their mainstream education.
- Those who have had or are at risk of having a fixed term or permanent exclusion.

## **Application Process**

In the first instance a relevant member of staff from the young person's mainstream school or Local Authority representative should either call 0121 2457200 and speak to Georgina Mendez or Elizabeth Caldicott or alternatively e-mail: [georgina.mendez@orionschool.co.uk](mailto:georgina.mendez@orionschool.co.uk) or [Elizabeth.caldicott@orionschool.co.uk](mailto:Elizabeth.caldicott@orionschool.co.uk) . If the young person does not attend school their parent/guardian or carer may make the initial contact.

## **Interview**

Once initial contact has been made, the young person will be invited to attend Orion with their parent/carer/guardian and school/LA representative to complete the application process. This will be in the form of an interview, a tour of the premises, and completion of an application form.

Information which should be provided at this stage can include:

- Details of the child's current academic position- working at grades/subjects studied
- Details of the child's personal, social, emotional and behavioural history and current circumstances
- Copy of the most recent Educational, Health and Care Plan
- Copies of any psychiatric or other recent assessments e.g., Speech and Language Therapy, Occupational Therapy
- If a referral is health-related an outline of the child's medical history
- Any other reports which provide additional information which will support the young person
- A current risk assessment

## **Next Steps**

During the interview, an assessment of needs will take place and 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. At this point, the school or Local Authority will also be sent a Service Level Agreement to complete before the first day of the placement. The SLA sets out the roles and responsibilities of all parties throughout the placement period. A placement will only be agreed once the start date is confirmed in writing on the SLA.

## **Trial Enrolment**

It may be necessary to offer a trial placement for some children if they are either undecided or anxious about attending Orion or have been assessed as higher risk. This will be discussed at the interview and further assessments will then be undertaken and more support given to ensure the placement is successful. During the trial period the Head of School may terminate the trial placement if any safe guarding risks become apparent that place other pupils, staff or the wider school community at risk.

## **Placement Offer Unsuccessful**

In the event of a request for admission being declined, the commissioning school and/or parent/guardian will 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 child concerned.

Admissions maybe declined if:

- Admissions exceed the number of places available
- The placement would be unsuitable for the age, ability, aptitude or SEN of the child or young person
- The attendance of the child or young person would be incompatible with the efficient education of others, or the efficient use of resources.
- If the pupil is deemed high-risk for safeguarding following completion of a risk assessment.

## **Appeals**

Not all young people will be suited to our provision; we will discuss this at the interview with honesty and transparency, as to the reason/s why. If you feel your child should have been offered a place and may have been treated unfairly you can put your concern in writing to Murett Mendez - Head of School at [murett.mendez@orionschool.co.uk](mailto:murett.mendez@orionschool.co.uk) who will respond within 10 working days.