



<b>Policy Number:</b> 1	
<b>Title:</b> Admission and reception of pupils	
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Date ratified by Governors:

Signed:

## Mary Hare School Admission and Reception of Pupils policy

1. It is important that the admission and reception of pupils to Mary Hare School are handled with care and professionalism. This is led by the Pupil Recruitment Manager and central to our policy is the familiarisation with the school, which we offer, before placements are taken up. This allows pupils and their families to have relationships established with key staff before the pupil is admitted.

### Pre-placement visits

2. An Open Day is held each year and gives potential pupils and parents an opportunity to visit the school and look around. In addition to this, an individual visit is arranged, usually in the morning, followed by lunch, which allows personal and individual questions about placement to be answered.
3. All potential pupils, apart from those seeking placement in Year 7, are given the opportunity to experience a pre-placement residential visit that allows them to have a taste of what it would be like to be a pupil at Mary Hare School. This involves a short residential stay where they meet their peers, teachers and care staff. In some circumstances, at the request of families, this can be also be arranged for Year 6 pupils, particularly if the family has a specific concern.
4. Pupils being admitted into the new Year 7 group each September are invited to attend a Welcome Day which is held in June each year. This gives them the opportunity to meet with key staff, tour the boarding house, obtain uniform and meet with current Year 7 pupils prior to placement.

### Applying for a place

5. Once parents have decided that Mary Hare is the right placement for their child, they are asked to contact the Pupil Recruitment Manager to discuss application procedures and inform their Local Authority that a place at Mary Hare School is being considered. The pupil will then be invited to attend the Entrance Assessment Activities in the Autumn of Year 6. Families will be notified of the results before Christmas. Pupils seeking placement in other years will be assessed individually as part of their residential visit.

### Prior to admission

6. The school makes every effort to obtain all relevant information about a pupil prior to admission, including:
  - Name, address and contact details for the pupil's parents or guardians and emergency contact
  - Education authority and name and address of previous school
  - Current educational or additional needs of the pupil
  - Name, address and contact details for the home GP
  - NHS number, place of birth, ethnicity, religion

- Details of allergies, illness, medical conditions, any on-going treatment and immunisations
  - Audiological, dental and ophthalmic information
  - SATs results
  - Matters that may make the pupil vulnerable or dangerous to others
  - Information about previous involvement with Children's Services
7. A letter is also sent out to parents of all prospective pupils as well as their Local Authorities and previous Schools, requesting information about any previous child protection issues.

## Information Packs

8. Prior to admission, all pupils and families are sent a comprehensive information pack that includes the following:
- Letter from the Principal
  - Information regarding uniform, clothing and equipment, including sports kit
  - School discipline guide and anti-bullying policy
  - Term dates, school calendar and exeat arrangements
  - Healthcare, audiology and speech and language information
  - Parent guide
  - Contact names and information
  - Off-site activities consent form
  - Information regarding the Data Protection Act
  - Consent to use photos of pupils for marketing purposes
  - Instrument lessons information
  - Internet access information
  - Information about the digital group hearing aid
  - An introduction from Howard House (Year 7 only)

## Emergency placement

9. Due to the nature of the special needs met in our school, emergency placements do not occur, in the sense that this phrase is understood in other sectors. However, some placements can progress quickly, particularly if the child is out of school. The school has a duty to ensure that all the information referred to above is collected and that the school is a suitable place for the young person to learn.

## Post-admission support

10. The management of new pupils is overseen by the Head of Year. Each pupil is also supported by their keyworker in the care setting to familiarise them with the school's expectations and the daily routine. For the majority of pupils, who join in Year 7, induction into the life of the school is carried out both in house and school in the first weeks. Pupils joining in other years, who are likely to be the only new pupil, will be supported by their keyworker, team leaders, peers and Heads of Year. This process will vary depending on the age and personality of the pupil. Each pupil is given a copy of the pupil handbook which contains key information

about the school. See the Anti-bullying policy (policy 6) for more information on the support framework for pupils.

11. While the keyworker relationship is very important, all pupils are able to contact any member of staff of either gender with personal, academic or welfare concerns. An Independent Listener visits the School regularly and this is well advertised to pupils, along with appropriate helpline contact information including the Children's Rights Director.

## Annual Reviews

12. Annual Reviews are attended by the pupil, their parents and a member of the Senior Management Team representing the school. Invitations are sent to key professionals within the Local Authority to attend also. This provides an opportunity for families to discuss any issues relating to the placement and for the school to give an update of progress made.

## Planning for the future

13. The majority of pupils remain at Mary Hare to the age of 18, although support is provided to families of young people who are leaving in Year 6 or 11. In addition to developing daily living skills needed for young people in all years, the school undertakes a detailed programme in Years 12 and 13 to prepare young people for University or the world of work. Mary Hare offers support to students in their first year of University. If there are difficulties at University, our staff are available to offer advice and talk to the appropriate member of University staff, should that be necessary. A small number of past pupils will continue to seek and benefit from our advice and support long after they have left.
  14. Where a pupil will be leaving care on leaving the school, the school makes an agreement with that pupil's responsible authority as to what contribution it should make to implement any plans or pathways before the pupil leaves school. This will support the young person's needs and promote a smooth transition.
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