

## THE SOUTHOVER PARTNERSHIP SCHOOL

### ADMISSION PROCEDURE

Date adopted	June 2014
Date Reviewed	October 2017
Next Review	October 2018

#### **Initial Enquiry**

All initial enquiries will be logged on the database using the initial enquiry form.

The organisation making the referral will be contacted by a senior manager to discuss the specific needs of the pupil and documentation supporting the referral will be requested. This will include reports by school and other professionals, the child's educational history and the statement of special needs, where applicable.

The referrer will be asked to complete a risk assessment form which will be used by Southover to help make a decision about our ability to meet the child's needs.

#### **Initial meeting**

Once Southover have ascertained that a child's needs can be met, a meeting will be set up to meet the young person, the parent/carer and other relevant people for example, social worker, school representative, or LA representative with Southover staff. The purpose of this meeting is to gather more information about the child in order to make appropriate provision from within Southover resources. Where appropriate, Southover will arrange to meet staff from the previous school placement.

#### **Agreement with placing Local Authority**

Southover will draw up a NASS contract in relation to each pupil which will be agreed and signed by the Local Authority, authorising Southover Partnership to provide educational services for individual pupils.

#### **Pupil induction**

After agreement has been reached at the initial meeting, the pupil will be set up with a period of induction for both the student and Southover. The purpose of this induction period, which will last no longer than 2 weeks, is for the student to agree to make a commitment to our provision and for Southover to create a programme that meets the pupil's individual needs.

## **Admission criteria**

We accept children who meet one or more of the following criteria:

- Have an Education and Health Care Plan (EHCP) or Statement of Special Education Needs.
- Are aged usually between 9 -19 years of age.
- Are in care.
- Have experienced a fragmented school experience.
- Are in need of educational provision that can be tailored to meet their individual needs.
- Have challenging behaviour.
- Are on the autistic spectrum.
- Have a range of learning needs.

Admission to The Southover Partnership School is via referral from a local authority or the child's school for assistance with respite schooling. **If you have any enquiries about admissions, or would like to visit the school, please contact the office on 020 8446 0300 or [admin@southoverpartnership.com](mailto:admin@southoverpartnership.com).**

## **Admissions flowchart**

The Southover Partnership, Kingsbury Manor, 288 Kingsbury Road, Roe Green Park, London NW9 9HA  
T: 020 8446 0300, Email: [info@southoverpartnership.com](mailto:info@southoverpartnership.com), web: [www.southoverpartnership.com](http://www.southoverpartnership.com)

Local Authority sends referral papers.



Headteacher, Deputy Headteachers and other specialists consider papers and make initial decision as to whether we can meet the student's needs and on which site.



Initial decision is communicated to the Local Authority.



Contact is made with parents/carers and a tour and visit to the school is booked.



If families are happy to continue, school will carry out further assessments as needed and/or invite the child into school for taster days and an informal assessment.



Southover makes a placement offer if deemed appropriate and informs the Local Authority with provision details and costings.



If placement is agreed, then the Local Authority will name The Southover Partnership School on the child's EHCP.



Parents agree transport arrangements with Local Authority if required



The student and parents/carers will be sent a welcome pack.



A home visit is arranged where necessary and a transition plan put in place.