

FREDERICK HUGH HOUSE

Admissions Policy and Procedure

This policy, which applies to the whole school, is publicly available on the school website and upon request a copy (which can be made available in large print or other accessible format if required) may be obtained from the School Office.

In Frederick Hugh House the term 'staff' is inclusive of all staff and it also applies to students on placement, contractors, agency staff, volunteers, the Trustees and Board of trustees.

Monitoring and Review: This policy is subject to continuous monitoring, refinement and audit by the Acting Headteacher. The Trustees will undertake a full annual review of this policy and procedures, inclusive of its implementation and the efficiency with which the related duties have been discharged. This discussion will be formally documented in writing. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay.

Signed:

Date reviewed: January 2018

Date of next review: January 2019

Alan Simons
Acting Headteacher

Anne Marie Carrie
Chair of Trustees

Amanda Barclay
Designated Trustee

Bill Brown
Education Trustee

This policy will be reviewed no later than January 2019, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

Applies to all:

- activities undertaken by the school inclusive of those outside of the normal school hours and away from the school site;
- who, work, volunteer or supply services to our school - that is all staff (teaching and support staff), students on placement, the Trustees and volunteers working in the school.

Designated Member of Staff responsible for Admissions

The Member of Staff with overall responsibility for admissions to the school is Alan Simons (Acting Headteacher) who works collaboratively with the staff team during the admissions process

Admissions Policy and Procedure

Children with special educational needs and disabilities will be considered for admission with or without a statement of Special Educational Needs/Educational health and care plan (EHC Plan). Our admissions process involves a careful assessment of a child's needs. Parents are fully involved and encouraged to tell us about their child's learning needs and ask questions about all we have to offer at Frederick Hugh House.

Every application to Frederick Hugh House is considered with regards to each child's individual needs, skills and talents. We are delighted to cater for children with a range of special educational needs who have moderate to complex learning difficulties and/or physical difficulties from the age of:

ten years old in the 2016 – 2017 academic year

eleven years old in the 2017 – 2018 academic year

twelve years old in the 2018 – 2019 academic year,

who require individual, integrated educational and therapeutic programmes within a small class and small school setting.

We know that choosing the right school for your child can be a daunting task. The best way to get to know our school and staff is to come to meet us and see us in action. You are welcome to contact the school to talk about your child or to arrange a visit.

Where a child has a statement of Special Educational Needs/EHC Plan we will fulfil the requirements of the statement/EHC Plan. Where a child requires English as an additional language we will make provision to meet that need. No child is refused entry on the grounds of race, ethnicity, gender, religion or sexual orientation.

The admissions procedure is as follows:

1. Any parents/carers wishing to apply to Frederick Hugh House will send us a completed school application form (available from the school office and the school website) with accompanying, relevant reports and documentation.

2. This is reviewed by the Acting Headteacher and if appropriate arrangements will be made for your child to be observed in their current educational setting. The information gained from the initial application and the observation will then be reviewed by our admissions panel, which comprises teacher, the Acting Headteacher and at least one of our school therapists against our current curriculum, our current cohort of pupils and the resources we have available at the time.
3. If your child may be suitable for our School, we will invite them to spend two school days with us. During these two days they will spend time both in an age and ability appropriate class and with the school therapists in order for us to be able to assess your child against our approved criteria. The admissions panel will again review this information.

If at any stage we feel that your child would not benefit from the School, we would immediately let you know.

Where the number of children meeting the criteria exceeds the number of places available, the following factors will be considered:

1. Priority for children from the Tri borough of Westminster, Hammersmith and Fulham and the Royal Borough of Kensington and Chelsea.
2. Date of application (first come first served basis).
3. Proximity to school (based on shortest walking distance).

The Acting Headteacher of the school is Alan Simons, whose address for correspondence during both term-times and holidays is Frederick Hugh House, 48 Old Church Street, London, SW3 5BY. The Acting Headteacher and the Trustees may be contacted on Tel: 02073498833 and the email address is info@frederickhughhouse.com

Prior to the child's attendance at the school the parents or guardians must complete and sign the:

- *Registration Form*
- *Acceptance/Health Form*
- *Parental Consent Form*
- *Parent-School Contract Standard Terms and Condition*
- *The home school agreement*

This provides Frederick Hugh House with the following vital information, and informs the parents of the basic standards of behaviour and the attitude towards teaching and learning that the school expects and requires.

- Name, home address and date of birth of each child
- Starting date
- Name, address, telephone numbers and emails of parents or guardians
- Emergency telephone numbers of parents or guardians
- Special Diets
- Arrangements for collection as our children's special needs makes collection by an adult essential
- Illness and inoculation details
- Details of any allergies
- Details of their special education needs or disabilities inclusive of specific learning difficulties
- Parental consent on emergency procedures
- Sight of an original proof of identity

Children with Special Educational Needs/Disabilities

Where a child who has a Statement of Special Educational Needs or Education Health and Care Plan (EHC plan) (statements will convert to this by 2017) joins Frederick Hugh House, we will always consult with parents and, where appropriate, the Local Authority to ensure that the required curriculum is provided for as set out in the Statement or EHC plan. We will also co-operate with the Local Authority to ensure that relevant reviews, including the annual review, are carried out as required by regulation and best practice. The school will make reasonable adjustments to meet the needs of children with a statement or children with special needs/disabilities/EHC plan. Our school has a policy and procedures for children with *Special Educational Needs and Disabilities* (SEND). Where Frederick Hugh House is named in the statement/EHC plan we will implement the requirements of the statement / EHC plan.

Children requiring English as an Additional Language

We do not regard children as having a 'learning difficulty' solely because the 'language or medium of communication of the home is different from the language in which he or she is or will be taught' (Education Act 1996, Section 312(1), (2) and (3)). However, pupils for whom English is an additional language (EAL) will be provided with appropriate support provided they meet the Frederick Hugh House criteria. They will be assessed to gauge the support that may be needed in order to ensure equal access to the curriculum along with all other aspects of life at Frederick Hugh House. Our school has a policy and procedures for students requiring *English as an Additional Language* (EAL).

Contact details for the Chair of Frederick Hugh Trust

The Chair of The Frederick Hugh Trust is

Mrs Anne Marie Carrie, whose address for correspondence both during term times and holidays is:

14 St. George Street, London, W1S 1FE.

The telephone number at which the Chair of Trustees may be contacted at all times is 0207 4091711.

The email for the Chair is chair@frederickhughhouse.com

Inspection Reports

A copy of the report of any inspection of the school by the Independent Schools Inspectorate (ISI) is available from the school website on: www.frederickhughhouse.com

Safeguarding

The school's safeguarding policy is available to the public on our website at www.frederickhughhouse.com. The designated safeguarding lead for Frederick Hugh House is Alan Simons (Acting Headteacher) and the deputy designated safeguarding lead is Alan Simons (Deputy Acting Headteacher). The parents of Frederick Hugh House School should be aware that the school has a duty to safeguard and promote the welfare of children who are their pupils. This responsibility necessitates a safeguarding policy and this school may need to share information and work in partnership with other agencies when there are concerns about a child's welfare.

Complaints Procedure

The school has a complaints procedure which is available to parents on the school website at www.frederickhughhouse.com, and which is given to parents as part of the starter pack. No formal complaints were received during the academic year September 2015-August 2016 inclusive.

School policies and procedures in the public domain

The following policies are available on the school website at <http://www.frederickhughhouse.com/Inspection-Reports> as follows

- Admissions and attendance policy
- Safeguarding policy
- Complaints procedure
- First aid and medication policy

In writing this policy, specific to Frederick Hugh House the following legal status documents, related documents and references have been taken into consideration

Legal Status:

- Complies with Part 6, paragraph 32 (3)(a) of the Education (Independent School Standards) (England) (Regulations currently in force).
- Part 3 of the Children and Families Act 2014 and the *SEN Disability Code of Practice, 0-25 years 2014 (SEND Code 2015)*
-

Related documents:

- Prospectus
- Acceptance Form
- Home School Agreement
- Parent-School Contract