

Admissions policy for The Captain's Nest SEMH hub

Approved by: Sarah Sadler **Date:** 07.01.22

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Admissions Policy for The Captain's Nest

Objectives

The objectives of the policy are:

- All concerned will have a clear understanding of the criteria used in assessing the appropriateness of a placement for individual pupils at The Captain's Nest.
- All concerned will have a clear understanding of the processes of judging the appropriateness of that placement.
- Parents/carers, each pupil and representatives of LA's, social service departments and other interested professionals have clear understanding of the opportunities on offer at The Captain's Nest.
- Parents/Carers, each pupil and representatives of LA's, social services departments and other interested professionals understand all key aspects of school life at The Captain's Nest and are prepared to play their part in ensuring the success of any placement.

Admissions process:

Stage 1

Referrals made to The Captain's Nest will normally be made by LA's. A range of detailed information concerning that pupil should accompany these referrals. Where this is not the case, the school will seek access to such information as possible including information regarding the individual's Education, Health and Social background. Key staff from the hub will analyse all available information on the pupil to assess whether the pupil meets the admission criteria for the school.

Key staff will assess whether or not the school can meet the pupils needs and if so, arrange for a visit to the school.

Stage 2

The visit will include:

- A tour of the school and The Captain's Nest.
- An introduction to key staff
- A discussion with key staff concerning such issues as
 - The Captain's Nest curriculum
 - The content of key school policies, including the school expectations for good behaviour and discipline and the physical management of pupils.
 - An opportunity for each visitor to ask any questions they may have

Visitors will also receive (if they have not already) a copy of the prospectus and/or other relevant information.

This visit will also be supported by a visit to the pupil's home by key staff, where any additional matters can be discussed within the pupil's home environment.

Stage 3

If, following these visits, all concerned are agreed that the pupil's needs can be met at The Captain's Nest and that the young person can be adequately managed with the planned resources available and that the pupil and parents/carers are committed to the placement, the school will write to the LA offering a place and arrangements will be made for admission.

Stage 4 – Transition into the Captain's Nest

1st step – Home visit by the key staff from the hub.

2nd step - Pupils will spend an hour in the captain's nest with Parent/carers still on site.

3rd step – Pupils will spend a morning in the captain's nest without parents/carers.

4th step – A personalised timetable will be developed depending on the pupils needs – transitions into The Captains Nest will start with one week of morning and depending on pupils needs more time will be added to create a full day.

Admission Criteria

- The pupil will be aged between EYFS to year 6.
- The pupil will have an Education, Health & Care Plan (EHCP)
- The EHCP will specify that the pupil has social, emotional, mental health, communication difficulties and associated challenging behaviours (SEMH).
- The pupil will normally have been assessed as within the average ability range of educational functioning. (In some cases, pupil's levels of ability as measured using psychometric tests may prove difficult. In these cases, the school will base its judgements on its ability to meet needs)
- The pupil may have learning difficulties and/or low attainment that are associated with their emotional and behavioural difficulties.
- The pupil may have one or more specific learning difficulties.
- The pupil will express a commitment to the placement.
- The pupil's parents/carers will express a commitment to the placement.
- For all "Looked After Children", there must be permanently named carers and a permanent home base for the pupil, available at any time throughout the year. The school cannot be the main residence for any child.

The LA will:

- Provide the school with all current advice and information concerning the pupil.
- Nominate The School Asfordby Captain's Close (The Captain's Nest) in Section IV of the statement
- Agree contractual arrangements for transporting the pupil to and from school.
- Make any arrangements for transporting the pupil to and from school. Reviewing this policy

This policy will be formally reviewed annually and published on the school's website.

Appendices

See Captain's Close SEND Information Report and SEND policy

For more information visit [Children missing education - GOV.Uk\(www.gov.uk\)](https://www.gov.uk)