



**Admissions Policy –  
Hamilton Square**


2023- 2025

## Policy issue and updates

<b>Pages</b>	<b>Issue No.</b>	<b>Date</b>
Whole Document – new template implemented	1	January 2016
Cover page – Change of logo	2	February 2016
Whole document – checked and revised where necessary	3	August 2016
Whole document – annual review and adjustments where necessary	4	September 2017
Whole document – annual review	5	August 2018
Whole document – annual review	6	August 2019
Whole document – annual review and logo change	7	August 2020
Whole document – annual review	8	August 2021
Whole document – annual review	9	August 2022
Revision of paragraph 4 to update the Admissions Process	10	August 2023
Whole document – annual review	11	August 2023

The following policy has been approved by Managing Director and Senior Leadership Team. The policy will be reviewed on a biennial basis unless circumstances arise requiring the policy to be reviewed earlier.

Approved by Managing Director – August 2023

Board signatory: 

Planned review: August 2025

## 1. Admissions policy overview

- 1.1 At Progress Schools Hamilton Square our students are referred from a variety of sources. There are no formal entry requirements to access our programmes although every referral is considered on an individual basis. The sections below outlines required documentation before a student can be placed in school.
- 1.2 Progress Schools Hamilton Square will consider each referral on a case-by-case basis. A placement will be offered if it is believed we can meet the student's needs.

## 2. 11-16 admissions

- 2.1 All students aged 11-16 that are currently not in formal education, are at risk of being permanently excluded or cannot meet their potential in their current setting must be referred either by their current place of education or the Local Authority/Education Inclusion team.
- 2.2 Students and parents/carers are welcome to view the proposed school site by appointment, however formal admittance will not be considered until the following documentation has been received;
  - Risk Assessment and referral pack including schedule 3 document
  - Prior educational background
  - Copies of any relevant documentation including SEND and Education, Health and Care Plan (EHCP)
  - Prior attendance and attainment
  - Any other important documentation relevant to the student
- 2.3 Once received, a decision will be made and parents informed within a maximum of 5 working days. Upon agreeing a start date and timetable, parents and students will be invited in to the school where they will receive consent forms and a parent information pack. Copies of any details will be sent to the referring agency where applicable.
- 2.4 Progress Schools Hamilton Square will review each application carefully. Due to the nature of some of our referrals, the student's welfare will take priority when considering if we can successfully meet the students' needs.

- 2.5 Short term, temporary placements are available. Progress Schools Hamilton Square can act as a 6<sup>th</sup> day provision in the event that suitable alternative placement is still being sought. The admissions process remains the same as full time applicants.
- 2.6 Where a student is being referred onto a block placement contract, we still expect to receive the documentation listed above prior to admission.

### **3. Appeals**

- 3.1 In the event of a student being refused a placement, appeals must be made to the Head of School in writing within 5 working days of the placement being declined.

## 4. Admissions process for referrals from LA SEND Dept.

A referral is made by the SEND arm of an LA with the supporting documents sent to the Admissions Administrator. If the EHCP document received is in draft form, the Admissions Administrator will request the final version.



The Admissions Administrator saves the supporting documents in the referral folder for each respective school, adds the referral details onto the school's MIS system as an applicant and informs the HOS that the referral has been received.



The HOS will review all paperwork and liaise with the National SENCO (where appropriate) to decide on the admission status. A decision will be made within 15 days (legal consultation period).



The Admissions Administrator will communicate the outcome to the referral source.

Where a declination is proposed, all parties must agree. The referral source will be provided with a response clearly stating why the provision cannot meet the objectives in the student's plan.



If the placement is deemed potentially viable, the HOS should arrange a meeting with the learner and parent/carer. Following a successful visit, the HOS must liaise with the Admissions Administrator who will create a contract via Docu-Sign for the placement.



On completion of the Docu-Sign contract, Admissions Administrator uploads the Starter contract to the young person's MIS profile admits the student on the agreed start date.



HOS school arranges student induction.