



Red Rose School Cardiff Limited

Admissions Policy

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| Policy Details |
| Author: Red Rose School |
| Date effective from: October 2023 |
| Next review date: October 2025 |
| Person responsible for review: Huw Pockett |

Welcome

Red Rose School is a co-educational day school registered with the Welsh Assembly Government for pupils with Moderate to Severe Learning Difficulties, ASD and / or Social, Emotional and Behavioural difficulties. We are registered to accommodate a total of thirty eight pupils, aged between 7 and 19 years of age. We welcome visits by prospective parents/carers or professionals by appointment.

Contact details are:

Proprietor : Huw Pockett 07495323386

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Admission Arrangements

The admission procedure begins when the placing authority contacts us to enquire about a place for a pupil. We will consider this based on availability and consideration of whether we are able to meet the pupil's needs. The appropriate paperwork and referral information would provide us with this information in the first instance.

If we have availability and feel we could meet the young person's needs, we contact the parents or carers. We invite them to visit the school site to discuss the suitability of our provision for the young person. Providing this initial visit and discussion is positive, we invite the parents/carers to a second visit, accompanied by the young person, to view the school and meet with school staff. During this visit we will explore in more detail the requirements and needs of the young person and why earlier provisions have not been successful. We will also explore the views of the young person, both their challenges and aspirations.

This will be followed up by a request to the Local Authority for any other information and may include discussions with previous schools.

Following their initial visit, each child will be invited to join the other students at the school for taster sessions. This will allow all parties concerned to find out more about each other. Having completed these sessions, the parents/carers will again meet with school staff to discuss the placement.

At this stage a conditional offer of place at Red Rose School may be made to the parents/carers.

Conditional offers will be subject to agreed funding via the parents/carers themselves or the local education authority.

If parents /carers wish to proceed with admission, a transition plan will be discussed. The number of sessions attended will be agreed; dependent upon whether the pupil has been in school prior to placement. Hours will increase at a rate that the pupil can manage successfully and this is always pupil led. If Parents/carers are in agreement with this process, they will be asked to complete a Pupil Information Form and all parties will read, agree and sign a Home/School/Pupil Agreement.

At this stage, parents/carers will also receive a copy of key information from the school regarding the following:

- Daily Routines
- Uniform
- Absence Routines
- Behaviour Policy

- Positive Handling Policy

All paperwork must be completed to confirm a place, alongside the agreed admission date, dependent on appropriate paperwork and funding agreements finalised..

All further policies are available from the school on request, including but not limited to:

- Safeguarding Learners Policy
- Anti-bullying Policy
- Educational Visits Policy
- Complaints Policy
- Curriculum Policy
- First Aid Policy
- Health and Safety Policy
- Additional Learning Needs Policy

If you require any other information, please contact the school.

Each case is different, but as inferred above, many of our prospective pupils have been outside of mainstream education for some time before coming to us. With this in mind many pupils will begin Red Rose School on a part time basis and the speed of the transition towards full-time will always be pupil led. Our aim is to build on success and integrate new pupils into full-time education at the earliest opportunity, but always at a speed that they can manage successfully.

Prior to any child starting at Red Rose School, there is an expectation the following documentation is made available to the school from the parents/carers or Local Authority.

- An up to date (within the last 18 months) psychological / educational / clinical assessment report
- A copy of the child's Statement or IDP (where relevant) and notes of the last review
- Previous school reports and data.

The start date may be delayed and will not be able to attend the school until these documents have been received.

Where parents are not funding the placement themselves, agreement will need to be sought from the relevant Local Education Authority to support funding. This would normally be as a result of the annual review process.

Once all documents have been received a start date for a child will then be confirmed with parents. A start date is dependent upon arrangements for fees which will either be covered by a Local Education Authority or by parents themselves.

Once the child has been accepted, parents will be asked to keep in close contact with Red Rose School to ensure that the child's transition to their new school is a smooth one, and to adhere to the Home-School Agreement.

Red Rose School will not accept a child from another independent school unless the desired notice has been given at that school and all financial obligations have been fulfilled.

Children may be admitted to Red Rose School at any time during the academic year.

Waiting List

When a waiting list is created, the following will be considered:

- Where a child is looked after
- A child whose current placement (elsewhere) has broken down
- The age and learning needs of the pupil
- A suitable peer group

Fees

The operation of any specialist educational school with such a high staff / pupil ratio will be reflected in the fees. Due to the differing educational and social needs of each student, Red Rose School does not have a formal fee structure and will provide parent(s) or the local education authority with a precise fee once the individual educational and social needs of their child have been assessed and agreed.

Term fees are to be paid in full no later than four weeks prior to the commencement of each of the School's three terms per year.