Admissions & Integration   
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Last reviewed on: September 2021   
Next review due by: September 2022

Aims   
  
  
This policy aims to:   
  
• Explain how to apply for a place at the centre

3. Definitions   
  
  
The normal admissions round for Nelson Park Riding Centre is any period during which parents/Carers or a Social worker as the corporate parent can apply with the Local Authority Special Educational Needs (SEN) Department agreement, for a funded centre place at Nelson Park

Admissions in line with the CLTH programmes are welcomed from pupils who fall in the age category 5 – 25 years, subject to suitability for the programme.  
  
  
How to apply   
  
Applications are usually made directly to the managers of Nelson Park Riding Centre, by a Local Authority SEN Department or schools.

General applications and enquiries are also welcomed from parents/carers and Social workers, but decisions to offer a place are subject to approval by the SEN funding department of a child’s Local Authority.   
  
School procedures for admission   
  
  
• General Process   
  
All referrals to Nelson Park are managed by a School Admissions Panel   
consisting of the Head Teacher and Operational Managers. Information is shared with all members of the School Leadership Team before pursuing a referral.   
  
Our centre is designated to support children whose primary special needs have been identified through Statutory assessment as Autistic Spectrum Disorder (ASD) and Social, Emotional and Mental Health (SEMH) or having speech, language and communication difficulties, However, in view of the complex nature of many special   
educational needs we also support children disengaged, excluded attendance issues, anxiety and at risk students

• Placement at Nelson Park is subject to the pupil meeting the admissions criteria:   
  
  
The decision to offer a place within the centre is made solely and exclusively on the basis of the relevant information provided by the home authority and parent or carer at the time of referral and via the Initial Network meeting conducted by personnel from the management.  
  
• Initial process for referrals   
  
After the initial referral or request to consult is received from the relevant local authority the child, carers, parents, Social Worker and / or any other professional directly involved will be contacted. The school will arrange a meeting at the child’s home, current school setting or at Nelson Park. It is not unusual for a number of meetings to take place. Following meetings, the management or an Operational Manager will help to determine whether the school provision offered is likely to be   
suitable for the child’s needs.   
  
If all parties agree that the school can provide suitable provision, then the referring school will outline that they can meet the child’s needs and will advise the relevant local authority SEN department. The local authority will review the referral in line with their own policies and procedures and will decide if a school place at Nelson Park is to be offered to the child. The offer of a place made by Nelson Park will be valid for a period of 30 days from this offer being made. After this period the offer will be   
considered invalid and any further consideration of a placement must be the subject of a further consultation. The reason for this 30-day cut off is to ensure the stability and welfare of the school cohort as a whole and to ensure other consultations can be considered and processed without concerns regarding outstanding offers.   
  
This is then followed by an initial network meeting that further identifies the child’s   
strengths and difficulties with all professionals / stakeholders involved. This is   
designed to gather essential background information around learning and cognition   
and pertaining to risk assessment, health, medical, behaviour, social and emotional   
difficulties etc.   
  
All relevant consent forms are then completed. All this information must be shared   
before a start date / induction period can be initiated. Any strategies around risk   
that need to be put in place can be identified and agreed at this stage.   
  
The pupil and parent/ carer will meet with a member of the school leadership team   
to sign a home-school agreement. Specific routine issues, boundaries and   
expectations are discussed and agreed as a contract with the pupil at the Home   
School Agreement meeting.   
  
If we determine that we cannot meet need we will communicate this to   
parents/carers and the local authority. We will provide 28 days’ notice of the school placement offer being withdrawn.

Monitoring arrangements   
  
  
This policy will be reviewed and approved by the management annually.