

The Green Room

School Admissions Policy

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Date Originally Created	Review Due Date	Date Reviewed	Version Number	Next Review Due
March 2014	March 2015	March 2015	2	March 2016
		October 2015	3	October 2016

The Green Room is an Independent Day School for boys/girls aged 12 to 16 years with a maximum capacity of 20 pupils. The aims of this policy are:

- to set selection criteria and procedures that are fair to all applicants. No applicant will be treated less favourably during the application process or during assessment on the grounds of their skin colour, race, ethnic or national origin, gender, gender reassignment, religious faith or belief, sexual orientation, socio-economic group, pregnancy and maternity, disability or special educational needs.
- to identify applicants whose academic and other abilities appear to match the ethos and standards of the School and whose personal qualities suggest they have the potential to contribute sufficiently to the School community and benefit from the many opportunities that are offered here.
- to comply with the School's obligations under the Equality Act 2010.

This policy can be made available in larger print or more accessible format if required.

Conditions of Admission

It is a condition for admission that:-

- all applicants meet the selection criteria for admission
- any conditions of entry to the School are fulfilled
- the applicant is of appropriate age and maturity
- the School can adequately cater for and meet the needs of any disability and/or special educational needs.
- Admission to the School is at the Head's discretion.

Selection

The selection criteria for entry to the School in to any Year is fair to all applicants and entails:-

- satisfactory reference from the applicant's current School (if any)
- an interview with the Head to ensure the applicant has the potential to contribute and benefit from School life and educational opportunities offered by the School

Admissions procedure

Pupils may enter the School between ages 12-16 providing there is a space in the appropriate class.

Parents/Carers/Teachers/Social Workers/ are invited to visit the School and meet with the Head if they are interested in applying for a place at the School.

The admissions procedure is then as follows:

Before a place at The Green Room can be considered, each candidate must undergo a three phase Entrance Assessment.

- After an initial enquiry is made, a Referral Form is sent to the relevant authority. This form must be completed and returned before phase one of the Entrance Assessment can begin.
- Phase One: Therapeutic Assessment. Our therapeutic leads conduct visits / meetings with the young person to assess whether they will be able to access what The Green Room has to offer. Following this (an average of 1-5 sessions) it is decided whether the young person can proceed to phase two of the Entrance Assessment. Please note, if the young person is unsuccessful at this stage an optional therapeutic report can be written to aid the young person in finding the right place for them.
- Phase Two: Academic Assessment. The young person is invited to The Green Room to conduct assessments in Maths & English. Following this an academic summary is written and it is decided whether the young person can proceed to phase three of the Entrance Assessment.
- Phase Three: Social Assessment. The young person is invited to attend a trial day at The Green Room.
- If successful, the young person is invited to attend a full week at The Green Room during which their attendance, behaviour and engagement will be monitored.
- Following this a place at The Green Room will either be offered or declined based on the suitability of the young person.
- If successful, funding must be confirmed before a start date is agreed.
- CTF files and Pupil files must be received from the young person's previous school.
- Parents/Young Persons accept a place by completing forms contained with The Green Room Welcome Pack
- On arrival for their first day, each new Green Room Pupil will receive their necessary resources. This includes timetables, classroom equipment and sports kit.

Special Needs and Disabilities

The School welcomes all applicants irrespective of any learning needs and/or disabilities. However, its facilities (physical and otherwise) for pupils with significant learning difficulties and/or physical disabilities are currently limited. The School will do all that is reasonable to comply with the Equality Act 2010 so that the School may accommodate the needs of disabled applicants for which, with reasonable adjustments, the School can cater adequately.

The School will do all that is reasonable to ensure the application procedure (and any information about the School) is accessible for disabled applicants and will make such reasonable adjustments as necessary. (See Accessibility Plan)

Parents must inform the School when submitting a Registration Form of any special circumstances relating to their child which may affect their child's performance in the admissions process and ability to fully participate in the education provided by the School.

Parents of disabled children may be invited to a preliminary meeting with the Head to discuss ways in which any disadvantages could be lessened or eliminated from the admissions process and to ensure that the applicant can be adequately catered for should an offer of a place be made.

The School may request further information, such as a medical certificate or educational psychologist's report, and any associated correspondence from the pupil's current school that the School considers necessary to make a fair assessment.

If, after reasonable adjustments have been considered, the School is unable to adequately cater for the needs of those children with disabilities, parents will be informed why an offer will not be made.

If an applicant's disability becomes apparent after admission, the School will consult with parents about what reasonable adjustments, if any, can be made in order to allow the child to continue at the School. If, after reasonable adjustments have been considered, the School is unable to adequately cater for and meet the needs of the pupil, the Head may request parents to withdraw their child. Fees in lieu will not be payable in these circumstances.

Complaints

In the event of any dispute regarding admissions, parents are referred to the Complaints Procedure, which can be made available upon written request.

This policy is approved by The Green Room Head Of School.

Date: _____

Head Of School _____