



Admissions Policy

Hopewell School and motorvations@hopewell

Policy Date:	January 2021
Date Ratified by Governors:	February 2021
Next Review:	January 2022

ADMISSIONS TO HOPEWELL SCHOOL or motorvations@hopewell site:

Admissions arrangements to Hopewell sites are simple and transparent.

REFERRALS

Referrals should be sent via email to the office manager at admin@hopewellschool.co.uk

CAPACITY & THE SITES

Our current maximum capacity across sites, as per our registration agreement with the Department for Education is 65.

Vacancies depend on availability within specific age groups/classes at the time of referral.

We do not cater for children in the early years foundation stage (EYFS).

We cater for pupils in KS2, 3, 4 and 5 at the Hopewell School site and Year 9, 10, 11 and 12 at the motorvations@hopewell site.

In some cases, for example for pupils with complex mental health or learning needs, it may be appropriate for placements to be/continue at a site that can best meet the pupil's needs, irrespective of their chronological age.

THE STANDARD REFERRAL & ADMISSIONS PROCESS

Referrals to our schools are made by a child's local authority's special educational needs (SEN) team, either in writing, via email contacting the Office manager directly. These referrals are made with, or without, initial parental consent/preference.

Our fees are always provided on request to SEN teams.

Families can express a preference for Octavia House Schools to their local authority's special educational needs (SEN) team and should they consider us able to meet the child's needs, the SEN team will usually contact us to discuss a potential referral.

Referrals for placements are initially received by the Office manager before being passed on to the executive headteacher and senior leadership team. Referrals typically include the child's education, health and care plan (where appropriate, as sometimes the child's needs are in the process of assessment) and associated reports.

An initial assessment is made based on the documentation provided and the SEN team will be contacted by phone to confirm that an interview can take place for pupils considered to be appropriate. In some cases the SEN will be informed that the school is not an appropriate placement and cannot meet the needs of a child's EHCP.

An interview takes place with the Head teacher at the school site and where appropriate a visit arranged to the motorvations site. If this is successful an offer place is made and the referring LA informed. A Financial Statement is then sent to the LA for approval.

Following confirmation, the induction process begins with a meeting with the Head of Therapy.

POLICY REVIEW CYCLE

This policy and all policies at Hopewell School and motorvation@hopewell will be reviewed and updated by the leadership team & governing body as per our policy review cycle.