

School Admissions Policy

Step by Step School is committed to providing a full, effective and efficient education to all pupils (The Education Act 1996 Part 1, Section 7) and embraces the concept of equal opportunities for all. The school's policy on admissions is therefore to reject discrimination of any form and promote equality for all, regardless of race, religion, gender, language, sex, disability, or family background.

See Equalities Policy.

Our mission is:-

To maximise the potential of pupils with Autistic Spectrum Conditions (ASC) through evidence based, individually tailored, outstanding teaching to enable them to thrive and live happy, confident lives.

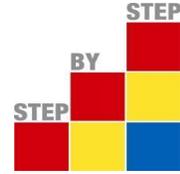
Admissions Criteria

1. Prospective pupils must have a primary diagnosis of autistic spectrum condition (ASC).
2. Any additional diagnoses of either learning disabilities or medical conditions must be assessed on an individual basis, to determine whether or not the school will be able to meet the child or young person's needs.
3. All prospective pupils must have an Education, Health or Care Plan (EHCP) or be in the process of obtaining one.
4. All prospective pupils must be within the age range of 4-19 years inclusive. All children and young people will be included within an appropriate peer group. Priority may be given to prospective pupils who 'best fit' the existing class or group. It would not be appropriate to place any child or young person if they lacked an appropriate peer group.
5. Parents of all prospective pupils must agree to support the principles of Applied Behaviour Analysis (ABA) as implemented throughout the school, and be prepared to work in partnership with the school for the best interests of their child.

Admissions Procedure

Placement applications are normally submitted by the child's Local Authority. The school works with 6 Local Authority's currently that are within their geographical region. The Local Authority is expected to make all relevant papers relating to the prospective pupil available to the school to enable an informed decision to be taken as to whether the placement would be appropriate. It is also possible for enquiries to be made directly by parents.

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If it would appear from the initial enquiry that a placement at Step By Step School may be suitable for the prospective child, the following procedure will ensue.

1. Information about the school and the provision for the pupils will be sent to families and their details added to the pupil enquiry list.
2. Parents will be invited to visit the school, and will be given further information about ABA methodology and the aims of the school.
3. Parents will be required to complete the pre-admission questionnaire about their child.
4. One or more members of the school's team, including a Behaviour Analyst will visit the prospective pupil either in their own home or at their current educational setting. (please note these visits may be conducted virtually due to pandemic restrictions)
5. The school will seek to discuss the child or young person's needs with their current placement and the related professionals within their team.
6. Following assessment of the prospective pupil, a recommendation is made, either to offer or decline a place, by the senior leadership team to the school's Board of Governors.
7. If the placement is agreed by the Board of Governors, a formal offer is made in writing, to the pupil's local Authority.
8. Once the place has been accepted in writing, the school will move forward with the placement if a space is available. The school does not operate a waiting list.
9. Children may enter the school at any time during the school year. When a start date has been established the school will develop an individualised transition plan for the pupil's integration into the school. Pupils will usually attend the school on a part time basis initially as part of their individualised transition plan.
10. Prior to entry, parents will be required to read and sign documentation relevant to health needs, administration of medicine, consent for photos etc.

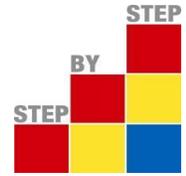
Fees

Fees are paid by the funding Local Authority. Step by Step School may consider private pupils subject to the above Admissions criteria, in which case, the parents will be required to sign a contract of agreement with the school.

Meeting Pupil's Needs

The suitability of placement and continued ability to meet each pupil's needs as set out in their EHCP are reviewed at each annual review.

STEP BY STEP SCHOOL



Policy	Admissions
Statutory requirement?	Yes
Approved	December 2020
Responsible Officer	GA
Responsible Governor/s	CW
Date of previous version	New policy
Frequency of Review	Every 2 years

