



Admissions Policy

Reviewed by:	Kerry Taylor, Principal
Date:	1 September 2023
Last reviewed on:	n/a
Next review due by:	31 August 2024
Version control:	1
Approved by:	Tracey Storey, CEO

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Purpose: To equip every learner with the foundations, education, qualifications, skills, and opportunities needed for lifelong success.

Mission: To provide an excellent, specialist educational pathway to help children achieve their full potential.

Vision: To deliver high quality, specialist education, prioritising safety, trust, and respect for all learners to help them achieve their full potential academically, emotionally, and socially.

Values: This will be delivered as a team as we embrace Togetherness, Respect, Enjoyment, Empathy, and Success (TREES).

We are a day school for up to 42 learners aged between 5 and 16.

Each application will be handled personally by our principal.

A Guide to the Education, Health, and Care Plan (EHCP) Process and Admission to HHHS

A parent or professional can request an EHCP. The local authority will consider this request. If they agree to go ahead with the assessment, the process should take 20 weeks to the final plan being issued. Information about the level of need associated with an EHCP is available on the local authority website. When parents receive the draft EHCP they have 15 days to respond to say if they want any amendments. This is when they can name a school. They can name Highgate Hill House School if it is their preferred school, as we are registered with the DfE and Ofsted.

The local authority must consider this request, unless the school named is believed to be:

- *unsuitable for the age, ability, aptitude or SEN of the child or young person.*
- *Incompatible in the efficient education of the young person and others, or the efficient use of resources.*

The local authority pays the fees to Highgate Hill House School. Local authorities will only agree to place children who have an Education Health and Care Plan (EHCP), where it has also been agreed that a special school is necessary to meet the child's needs. The decision about whether a special school placement is appropriate is made by the local authority in conjunction with health colleagues. This is the due legal process and is made at the conclusion of the statutory assessment or via the annual EHCP review process.

Advice about school placements can be sought from the SEN Assessment and Provision Team at Cornwall County Council, 0-25 SEND Team at Devon County Council or Special Educational Needs or Disability Information Advice and Support Service (SENDiass - previously known as Parent Partnership). If parents do not agree with the local authority's decision, they have the right to go to mediation or appeal to a tribunal.

www.cornwallsendiass.org.uk
sendiass@disabilitycornwall.org.uk
T: 01326 331633

www.devonias.org.uk
devonias@devon.gov.uk
T: 01392 383080

If a child already has an Education Health and Care Plan and parents want a move to Highgate Hill House School, they need to request this through the annual Education Health

and Care Plan review process. At this annual review meeting school staff, parents and any other professional involved would need to provide evidence that the current school cannot meet the child's needs, as set out in the EHCP. The school have 2 weeks to prepare a report on the recommendations from the meeting. The local authority will then consider if they will agree to a change of school.

Learners who are identified as having additional needs but do not yet have an EHCP, will need to undergo the Education, Health and Care Assessment Request as outlined above. If capacity allows, Highgate Hill House School may support local authorities, families, and learners in gaining an EHCP by offering a short-term placement whilst all assessments are completed. If, following assessment, a learner is given an EHCP, admission will be considered to Highgate Hill House in line with our Admissions Policy.

If the local authority agrees to consult with Highgate Hill House School, they will send the principal the learner's Education Health and Care Plan and other reports and documents from professionals. The principal would need to meet the child, family and talk to previous schools before responding as to whether we are a suitable and compatible placement for the learner.

The local authority has 2 weeks to consider our response. They may also consult other schools at the same time and then consider all responses. If they agree to place with us, they will then organise transport, if applicable.

Leaving Highgate Hill House School

Children will typically remain at Highgate Hill House School until the end of year 11. However, there may be times when a learner has made such significant progress that they may be ready to move on to a less specialist setting or a mainstream school. We work with local authorities, learners, parents, carers, and other providers to plan this through the annual review of the Education Health and Care Plan.

If we feel that we are unable to meet a learner's needs and that another school placement needs to be considered, we will arrange an annual review of the Education Health and Care Plan. New placements are all reviewed after the initial 3 months of starting school to ensure that the placement is compatible and suitable for the learner and/or school.

Transitions In and Out of Highgate Hill House School

Many of our learners have been out of education for extended periods before starting at Highgate Hill House School. Others have anxieties about school, learning, or about developing trusting relationships with adults and/or peers. As part of re-introducing learners to school we plan an individualised transition with our Transition Lead, which includes home visits and a personalised timetable. The aim is for the placement to be a successful full-time placement. Our Careers Lead will work with secondary aged learners and to understand their ambitions for their post-16 future. We work together with the learner, parents/carers, and Careers Southwest to look at the different pathways and options available to our learners.