

ADMISSION POLICY

This policy has been written for	<ul style="list-style-type: none"> ● All staff at The Chelsea Group of Children
Copies of this policy may be obtained	<ul style="list-style-type: none"> ● The Chelsea Group of Children website www.chelseachildren.com ● As a hard copy or email attachment on request from the School office
This policy links with the following policies	<ul style="list-style-type: none"> <li style="width: 50%;">● Safeguarding and child protection <li style="width: 50%;">● The Way We Work (website) <li style="width: 50%;">● Recordkeeping <li style="width: 50%;">● Curricula Overview
Participants and consultees	<ul style="list-style-type: none"> <li style="width: 50%;">● Head Teacher <li style="width: 50%;">● Other staff
Relevant statutory guidance, legislation and other sources of information	<ul style="list-style-type: none"> ● https://www.education.gov.uk/consultations/downloadableDocs/6757-SchoolAdmissionsCode.pdf
The Lead Member of staff is	<ul style="list-style-type: none"> ● Headteacher – Jessica Duemler
Definitions and key terms used in this policy	<ul style="list-style-type: none"> ● CGC – Chelsea Group of Children
Appendices Standard Operating Procedures (SOP'S)	<ul style="list-style-type: none"> ● Application Form ● Trial Day Form ● Observation Form for Trial Day Students
The Objectives of this policy	<ul style="list-style-type: none"> ● To provide information of our admissions policy and procedure
Persons with particular responsibilities	<ul style="list-style-type: none"> ● The Office Manager who will manage and collate all documents pertaining to admissions
Other participants and Stakeholders	<ul style="list-style-type: none"> <li style="width: 50%;">● Parents <li style="width: 50%;">● Staff <li style="width: 50%;">● Students
Monitoring and Evaluation	<ul style="list-style-type: none"> ● The Head Teacher and the Policy Administrator will ensure the policy is kept up to date and all members of staff are complying with the rules and guidelines ● The review of the admissions procedures is based on the changing dynamics of the student body, the student's peer group, and skill sets of the individual members of staff.

INTRODUCTION

The Chelsea Group of Children is a school for students with mild to moderate, sometimes complex needs, aged 4 to 11 years. Each child is assessed on an individual basis to consider the student's social, emotional, academic, sensory and behavioural profiles without regards for race, religion, or gender.

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The Chelsea Group of Children Special School maintains a maximum of 48 students between the ages of 4 and 11.

A child must spend at least one day, usually two, in the school as a trial, (at no cost to the parents or LEA), integrated into the normal routine to enable the teaching and therapy team to determine how a child would cope in our environment and if the child's needs could be adequately met at Chelsea Group of Children.

It is not necessary for a child to have an EHCP for entry to Chelsea Group, although many different boroughs currently fund the placements of students at CGC.

Careful consideration is given to every application regarding the dynamics of any new groupings a child's intake would cause. Once a child is accepted, we are fully committed to the new student as part of our school community.

We do not base our decisions to deny admittance on inappropriate behaviours we feel would dissipate when the child has developed confidence and coping strategies to deal with his difficulties.

Upon acceptance of a place at Chelsea Group the parents are asked to complete the Application for Admission and complete the necessary forms in the parent pack which includes:

- Allergies and Permission Forms
- Student Questionnaire
- Medical Condition Confirmation Letter
- Individual Healthcare Plan
- Parent Questionnaire (from the therapy team)