

Admissions Policy and Procedure



Court Schools are proprietor led Independent Special Schools who welcome consults for applications for admissions from Local Authorities who will fund learner places if in receipt of an EHCP as well as parents/carers who wish to fund placements. Court Schools have not sought Section 41 status.

The Admissions Procedure – Local Authority Funded

- Court Schools receive a consult from a Local Authority, and the process of Admission is started by the EHCP Officer.
- Consultations are only accepted for students from Year 1 to Post 16.
- The Headteachers read the consultation paperwork to ascertain if the learner's needs can in principle be met by Court Schools core offer.
- The EHCP Officer/Headteacher liaises with the Local Authority (LA) and may consult a learner's current or previous setting to discuss and establish the unique needs of each individual learner.
- The EHCP Officer/Headteacher may liaise with other external agencies as appropriate such as Social Care, Early Help, the Virtual School, to discuss and establish the unique needs of each individual learner This process can include attending meetings.
- If the headteacher feels that the paperwork received as part of the consult indicates they can meet the learner's needs, then they will invite the parent/ carer and the learner to tour the school.
- After the visit if the headteacher believes Court Schools can meet the learner's needs and that the school is the right environment for the learner, the Headteacher will formally respond to the LA in the format agreed with them.
- Once the LA have agreed to fund a place for the learner, the admin team will make a placement plan appointment time, which will be unique for each learner and their transition needs. The parent/ carer is invited to this meeting but not the learner, so there can be a further discussion to gather more information about al earner's needs and how they're supported in school as well as key personal information.
- Once the pupil comes on roll the EHCP Officer and/ or Designated Safeguarding Lead will request all remaining necessary paperwork from the learner's current/previous settings.
- The school will produce a Progress Review document which includes a profile of the learner, their starting points, needs and EHCP targets to aid dissemination of all relevant information to all school staff.
- The Designated Safeguarding Lead will provide a safeguarding overview for the pupil including any individual risk assessments.
- A termly meeting is held to review learner progress as well as the annual review of the EHCP.

The Admissions Procedure – Privately Funded Place

Court School accepts requests for admission from parents/carers who wish to fund place themselves

The Headteacher/ Deputy Headteacher will meet with prospective parents to ascertain whether in principle the learner's needs can be met by the provision within Court Schools core offer and whether or not there is capacity to admit the learner in the relevant year group.

Current Fees are available on request. Our base fee covers the provision within Court School's Core Offer and may differ depending on the needs of the learner.

- If there is an agreement that Court School's can meet the learners' needs and that it is the right environment for the learner, the Headteacher will arrange for the parents to visit the school.
- Following this meeting the Headteacher will arrange for a time for the learner to visit the school with their parent/carer.
- Once the Headteacher has agreed that Court Schools can meet the learner's needs and that Court Schools is the right environment for the learner, the Headteacher will formally respond to the parent detailing Court School's core offer .
- The Admin team then arrange a placement plan meeting, which will be unique for each learner and their transition needs. Prior to this meeting, parents will be required to sign the registration form and parent-school contract.
- Once the learner comes on roll the EHCP Officer and/or Designated Safeguarding Lead will request all remaining necessary paperwork from the learner's current/previous settings.
- The school will produce a Progress Review document which includes a profile of the learner, their starting points, needs and EHCP targets to aid dissemination of all relevant information to all school staff. The Designated Safeguarding Lead will provide a safeguarding overview for the learner including any individual risk assessments.
- A termly meeting is held to review learner progress as well as the annual review of the EHCP.