



# Chiltern Way Academy Trust

Turning Futures Around

## Admissions Policy

**Responsibility for this policy (job title): CEO**

**Responsibility for its review: FGB**

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## **Introduction**

The Chiltern Way Academy Trust is the admissions authority for the Chiltern Way Academy (CWA).

CWA is a state funded Academy and is designated to admit students with Autistic Spectrum Condition (ASC), Social Emotional and Mental Health (SEMH) and Speech, Language and Communication Needs (SLCN) in the context of social communication difficulties.

Chiltern Way Academy offers 240 planned places over four sites: Prestwood, Wendover, Berton Hill in Aylesbury and Wokingham (CWA) which is a separate school, as opposed to an additional campus, both governed by CWAT.

CWA educates and cares for young people between the ages of 4 -19.

CWA is governed by its Funding Agreement with the Department for Education and complies with the SEND Code of Practice 2015 and the Children and Families Act 2014.

## **Admission arrangements**

To be eligible for admission the student must have an Education, Health and Care (EHC) Plan indicating Autistic Spectrum Condition (ASC) or Social Emotional and Mental Health (SEMH) as their primary need and may display Speech, Language and Communication Needs (SLCN) in the context of social communication difficulties.

Students will normally join the academy at the beginning of the academic year. There will be two additional in-year intakes in Spring term 1 and Summer term 1.

We encourage parents / carers to contact or visit the school prior to stating a preference. The details of CWA visit and tour days and how to book are published on our website.

**Following contact with the school, we ask parents/carers to request that their Local Authority apply to us on their behalf for a place at CWA.**

***Local Education Authority and OLEA applications should be sent to CWA directly as its own admitting authority to [admissions@chilternway.org](mailto:admissions@chilternway.org) to be considered an official request. This applies to both Phase Transfer requests and in year admissions and is applicable to Wendover, Prestwood and Berton Hill.***

***Wokingham Applications whether Local Education Authority or OLEA should be sent to the school directly addressed to [meaton@chilternway.org](mailto:meaton@chilternway.org)***

## **Admission eligibility criteria**

Each application for a place is considered on an individual basis and in accordance with **s 39 Children and Families Act 2014**.

As a guide we will admit students who have the following profile of need:

- Students who are broadly of average cognitive ability.
- Students who have SEMH, ASC as a primary need and SLCN in the context of social communication difficulties. (Given the range of need across ASD and SLCN, a judgment will need to be made as to whether we are a suitable placement).
- The sensory needs of the students are compatible with the current student cohort and the learning environment. We are not a suitable setting for students who display extreme sensory behaviours and who require low arousal environments.
- Students who are likely to respond to a behavioural management approach within a small supportive environment.

### **Prior to admission**

The students' Local Authority will be responsible for consulting with the Academy\* in respect of places. Given the complex nature of the students, it is vital that the academy has all records associated with the education of the student (see below).

The Academy expects to receive the following records as part of the consultation process. (If the young person resided in another Local Authority, we will require the reports as completed by that Local Authority):

- A copy of the EHC Plan
- Educational Psychologist reports
- School reports including classroom observations
- Most recent annual reviews
- Relevant medical reports
- Any, and all, reports completed by the following agencies:
  - Speech and Language
  - Occupational Therapy
  - CAMHS
  - Social Care
  - Youth Offending service
  - Clinical Psychologists
  - Psychiatrists

This list is not exhaustive.

The school's SENCO and Head of Campus will consider each consultation prior to making a response, and in all cases, this will comply with the 15 calendar day requirement as set out in the SEND Code of Practice 2015.

## **New student induction**

When a place has been confirmed, CWA will:

- Send out an admission pack for the parent/carer to complete and return. The fully completed pack must be returned at least a week in advance of the start date.
- The SENCO at each campus will be the point of contact for parents/carers.

The SENCO will develop a transition plan and agree this with the parent/carer, the existing placement, if any, and the placing local authority and, if appropriate, the student.

The SENCO will develop a 'One Page Profile' for the child/student. The One Page Profile will detail all the important information for the child/student on a single sheet of paper under three simple headings 'What is important to me', 'What people like and admire about me' and 'How best to support me'. We use the One Page Profile to improve relationships and communication between staff, student and parents / carers.

## **Change of Placement**

When professionals and parents /carers agree that the level of need is such that the student could now access mainstream provision. A review will be called and the EHCP will be amended.

When the academy can no longer meet the student's needs due to significant health and safety concerns. A review will be called and the EHCP will be amended.

Permanent exclusion in response to a serious breach (one off), or persistent breaches, of the Academy's Behaviour Policy.

## **Positive Handling and Physical Intervention**

There are occasions when positive handling/physical intervention is an appropriate response to the risks presented in a particular situation. The Academy follows the General Services model.

General Services is a holistic positive behaviour management approach. All staff at the Academy will receive General Services training.

**Further information**

Visit our website: <http://www.chilternway.org>

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