



Riverbank Primary School Admissions Policy 2023

Students

At Riverbank Primary School, we consider for admission, students between the ages of 5 and 11 years of age who have a Statement of Special Educational Needs/ EHCP which refers to social, emotional and behavioural difficulties. If the Statement process is underway, our policy also allows us to make an admission. Children without EHCPs can be admitted if we feel that we can meet their needs.

Procedures

Having received a referral and the relevant paperwork from a Local Authority, we endeavor to expedite the process; often a student will already have had significant time out of school and it will be in their best interest to engage with education as soon as is practically possible. The whole process involves both parties feeling that the 'match up' is right and that our provision can meet the student's needs.

The student and parent/carer are then invited to look around the school and we then have a follow-up meeting in the home setting. After this, our Lead Teacher and Director of Education meet to look at all the information collected. From the outset, our Admission Support Worker (usually the TA) is at the heart of the process, trying to build a trusting relationship with the student and family/home.

School and home

Upon the offer of a place, we ask parents/carers to sign our Admission Agreement; this contains information about our key policies, procedures and practices.

Fees

The referring Local Authority is responsible for the paying of all school fees as defined by the National Contract for placement of students. All provision described within our Prospectus, including our therapeutic interventions are covered within our fees. If a more specialist intervention is needed prices are available on request.

Transport

The Local Authority makes transport arrangements for some students attending the school. We also have staff vehicles, which provide transport for students; these are used mainly for outings and activities in line with the care and education of our students.



School dress/equipment

Children are expected to follow the school's uniform policy and are expected to wear the following items of uniform for school:

Black or grey trousers

White polo shirt or shirt

Burgundy jumper or cardigan.

Black shoes or trainers with no logos.

For Physical Education and activities children should wear appropriate clothing which includes.

Suitable footwear – trainers or wellington boots for forest school activities.

Plain Black Tracksuit bottoms

Plain white T shirt

Pupils should also have appropriate weather-proof clothing

e.g – Sun protection – Suncream and a sun hat and a coat for winter period.

When a new child enters a Timeout school we follow the following process to enable their transition to school to be as smooth as possible.

Education and New Arrivals

As we all appreciate, when a young person first arrives with us, it can be a challenging time for them. It can often take weeks before they feel settled and integrated. In education, we appreciate that this time is challenging for all concerned, but we do need to have a plan in place to get them into education as soon as possible. The Lead Teacher will ensure that they have previous school information and reports prior to the young person commencing transition.



Induction to School

We know that each young person is different and will need to be dealt with in accordance to their varying needs, but we suggest the following pattern for new starters:

Week	Transition/Induction plan
Two weeks prior to starting	Weekly 45 meeting with school teacher/Lead Teacher, to begin building relationships (one meeting per week)
Week before starting	Pupil to visit the school and meet class teacher and peers
Week 1	Pupil to attend morning lessons Monday- Friday
Week 2	Pupil to attend afternoon lessons Monday – Friday
Week 3	Pupil to attend all week, unless part time still required.
Week 4/5	Strengths and difficulties questionnaire completed with clinical team.
Ongoing	Handover to parent/carers regularly regarding their child