



Admission Policy and Procedure

Norton College is an Independent School for students with Special Educational Needs.

We work to an individual service level agreement with our providers.

As an independent school we only consider students who are referred to us from Local Education Authorities.

Students referred to us will have an Educational Health Care Plan.

Norton College's Admission Panel meet regularly to consider referrals

The Admission Panel will consider all supporting documents, such as EHC plans in order for us to decide if we can meet student's needs from the onset.

If the Admissions Panel decide the college can meet the student's specific educational needs, the student and parents/carers will be invited to visit the college.

The referring Authority will be provided with an 'Offer of Placement' letter which will detail the funding requirements.

A student admission will only be considered if funding from a Local Educational Authority is confirmed.

If the student and parents/carers agree with the philosophy and bespoke approach of the college a college place will be offered to the student, if a place is available.

Once this is accepted and funding agreed, a start date for the young person will be set which may include a transition plan.

Local Authorities and other schools may refer students to Norton College for access to the range of Alternative Learning Styles while they remain on their school roll.

Interested parties are asked to contact the College on 01905 359257 for further details

If parents wish to appeal a decision, this is done via their Local Authority's Appeals Procedure.

Local Authorities interested in referring a young person to the College should initially contact the Headteacher on **01905 359257**

Reviewed by Directors
Signed E.Morris 4.10.18

Next
Review date: September 2019