

# Norton College (Worcester) Limited and Norton College (Tewkesbury) Limited (the College) Admission Policy

## Statement of intent

Norton College is an Independent Special School for students with Social, Emotional and Mental Health difficulties (SEMH) and associated diagnoses.

This policy sets out our procedure of admission

Date policy last reviewed:	09/02/2023		
Date for next review:	09/02/2024 (Annually)		
Signed by:			
<b>R Kenny</b>	Executive Headteacher	Date:	09/02/2023
<b>J Powel</b>	Board of Directors	Date:	09/02/2023

## **1. Legal framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- The Education (Independent School Standards) Regulations 2014

## **2. Roles and responsibilities**

The Board of Directors and the Senior Leadership team are responsible for:

- Overseeing, and determining annually, admissions arrangements that clearly set out how students will be admitted.
- Ensuring that the practices and criteria used to decide the allocation of college places are fair, clear and objective.
- Publishing the admissions arrangements on the College website.
- Clearly communicating any reasons for rejecting the admission of a student, as well as the parent/carer's right to appeal and the appeal process.

## **3. Provision**

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

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

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

**3.4** Students referred to us will have an Educational Health Care Plan (EHCplans).

## **4. Admission Panel**

**4.1** Norton College's Admission Panel meet weekly to consider referrals

**4.2** The Admission Panel will consider all supporting documents including EHCplans in order for us to decide if we can meet student's need. In reaching a decision about whether or not the College can meet the student's needs we consider:

- whether the College would be suitable for the age, ability, aptitude or SEN of the child or young person, or
- whether the child/young person's attendance at the College would be incompatible with the efficient education of others.

**4.3** If the Admissions Panel decide the college can meet the student's specific educational needs the relevant Local Authority is informed and if appropriate the student and parents/carers will be invited to visit the college.

## **5. Offer of Placement**

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

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

**5.3** 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.

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

## **6. Day placements**

**6.1** 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. These placements may be funded by the Local Authority or the student's current school.

## **7. Equal opportunities**

The College's admissions criteria will not exclude individuals with a particular protected characteristic. The admissions criteria will not exclude a greater proportion of pupils with particular protected characteristics.

## **8. Appeals**

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

## **9. Contact**

**9.1** Local Authorities interested in referring a young person to the College should initially contact the Head of School at [office@nortoncollege.org.uk](mailto:office@nortoncollege.org.uk) or on 01905 359257 for Norton College Worcester or [tewkesburyoffice@nortoncollege.org.uk](mailto:tewkesburyoffice@nortoncollege.org.uk) or on 01684423163.