



ADMISSIONS POLICY

Admissions Policy

Students

At Timeout Education, we consider for admission, students between the ages of 7 and 16 years of age (Riverbank Primary School 7 – 11 years old, Brearley Hall & Brookland School both 11 – 16 years old) who have a Statement of Special Educational Needs/ EHCP which refers to social, emotional and behaviour 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 endeavour to expedite the process; often a student will already have had a 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. Once place is confirmed parents are sent documentation to complete and consent forms to be completed. The schools education Administrator will be in touch to confirm start dates and book in a visit at home. The purpose of the visit is to introduce the school and get to know the pupil.

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:

- Brooklands school:
 - Green polo top
 - Green sweatshirt
 - Black trousers
- Brearley Hall School
 - Royal blue sweatshirt
 - Light blue polo top
 - Black trousers
- Riverbank Primary School
 - Burgundy sweatshirt
 - White polo top
 - Black trousers
- Black shoes, with no logo's in all schools.



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

- 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

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 Headteacher 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	45 minute meeting with school teacher/Head teacher/Family support officer, to begin building relationships
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

Approved by:	Dani Worthington - Director of Education	Approved by:	Dani Worthington - Director of Education
Last Reviewed on:	01/09/25		
Next Review due by:	01/09/26		



