



Lawrence House School

Admissions Policy

Document Reference	LHS 1.7 Admissions Policy
Publication Date	June 2016, reviewed November 2017 (PB), September 2018 (MC)
Review Date	September 2019
Approved Education Coordinator	Fay Donnelly
Approved Chair of Governors	Tony Nolan
Related policies	QPC 6.9 Education Policy LHS 2.1 Safeguarding and Child Protection Policy and Procedure LHS 3.1 Behaviour Policy

INTRODUCTION

Lawrence House School is an independent secondary school attached to QPC (Quality Protects Children), a group of care homes in the Liverpool and Knowsley area for young people aged 11 – 19 years.

A number of young people living in homes within the group – Lawrence House, Wayside, Derby Cottage, Bluebell Cottage and Nzuri House are registered at the school. Others attend external educational facilities, depending on the individual needs of the young person.

The Education Coordinator and Managers of the homes work closely during the referral process and both will have reviewed the needs of each young person prior to them being admitted to ensure that the placement is the right one, for both the home, the school and the young person.

THE ENTRY PROCEDURE

Lawrence House School is an independent secondary school for young people with special educational needs. A large number of our students display social, emotional and mental health difficulties. Some have other learning difficulties and a number have been identified as being on the autistic spectrum. Many of our student have histories of very low or non-attendance at school, have considerable behavioural difficulties and can be particularly challenging. Once a referral is made, all relevant information will be gathered about the student to form a clear picture of the strengths and needs of each student, to inform curriculum planning and ensure the correct support is put in place.

Young people will join at varying stages of education and all will follow a differentiated and personalised learning programme, tailored specifically to their needs. Students may or may not have an Education, Health and Care (EHC) Plan but all will have their educational progress closely monitored by their Key Worker at the home, Personal Tutor at the school and their Social Worker. Knowsley Borough Council will be notified (on the agreed form) of admissions to Lawrence House School within 5 days of admission.

EQUAL TREATMENT

Our young people join us from a diverse range of backgrounds. This enriches our community and is vital in preparing our students for today's world. Lawrence House School is committed to equal treatment for all, regardless of a young person's gender, gender reassignment, sexual preference, pregnancy, religious beliefs or expression, race, ethnicity, age or disability or social background.

SPECIAL NEEDS

We do not discriminate in any way regarding entry. We welcome students with special educational needs and our staffing levels are adjusted to suit each young person's particular requirements. (See also, the school's SEN Policy LHS 1.10). Many of our students have an EHC Plan and we work with Local Authorities to ensure the plan is fully met. We welcome students with physical disabilities and will endeavour to make any adjustments necessary for them to access our facilities. We fully discuss each young person's specific requirements with social workers and carers/parents prior to their entry to the school to ensure that their needs are fully met upon arrival.

THE ASSESSMENT PROCESS

The Education Coordinator and teaching staff, with specialisms in literacy and numeracy, will assess each young person fully upon joining the school. This will help determine the level at which the young person is performing and will aim to identify both strengths as well as any areas of weakness. This information will then be used to plan an appropriate personalised curriculum.

FLUENCY IN ENGLISH

Fluency in English is not a requirement of an offer of place at Lawrence House School and other methods of communication can be utilised in cases where a student is unable to make themselves understood verbally, with several staff members trained and experienced in the use of PECS and Makaton. For students with English as their second language, EFL lessons can be arranged.

RELIGIOUS BELIEFS

Lawrence House School does not select for entry on the basis of religious belief, and we offer the opportunity for all young people to practice their own faiths and these beliefs are discussed with the School community.

REMOVAL FROM THE SCHOOL REGISTER

The nature of Lawrence House School and its link to specific children's homes means that removal from the school register would be very unusual. However the school is aware of the criteria in Annex A: Grounds for deleting a pupil from the school admission register (Children Missing in Education, 2016) and would notify Knowlsey Local Authority Education Improvement Team were a pupil is removed from the register for any of the fifteen specified reasons.

CHILDREN ABSENT FROM SCHOOL

As all children on the register of Lawrence House School are also resident at QPC children's homes, information about a child's whereabouts would be made available to the school. If a child is missing, a place would normally be kept open as long as the placing authority required it. Where a decision was made to remove a pupil from the register, then Knowsley Local Authority Education Improvement Team would be notified as the removal occurred.

PROTECTION OF YOUR PERSONAL INFORMATION

All personal information disclosed during the application process will be carefully stored and only shared with those members of the school staff who have need of it as part of their job.

COMPLAINTS

While we make every effort to ensure that our admission policy is fair, should anyone feel it necessary to raise a complaint regarding our admissions process, they may make a complaint following our complaints procedure as laid down in the Complaints Policy LHS 3.5.

Monitoring, Evaluation and Review

The Education Coordinator will review this policy annually and assess its implementation and effectiveness.

To be reviewed September 2019