



Admissions Policy

Updating Policy Procedure

When a policy is due for review it will be emailed to the reviewer who will revise and highlight those updates and return the policy in full with the highlighted updates back to the Administrator.

When a policy reviewer becomes aware of ***any updates*** they will ask the Administrator to email the policy to them and follow the above procedure.

A policy is a statement of intent and the guidelines we follow, that is adopted by the Fortuna and Athena Federation's Governing Body.

Policy Reviewed by:

Michelle Bunn

Updated on:

January 2025

Date to be reviewed:

January 2026



Initial Referral

Referral documents concerning a prospective pupil are received and read by the Head and members of the Senior Management Team. The school has 15 working days in which to raise any initial queries with Additional Needs.

Once the school has informed Additional Needs that there is a place for the child at Athena School the school's Office Administrator will contact parents/carers to arrange for themselves and the child to come to school for a preliminary visit and admissions meeting.

Admissions meeting

A member of the Senior Management Team will undertake the admissions meeting. The parent/carer will be invited to bring a friend or social worker as support if needed.

The admissions meeting will include:

- The Admissions form will be completed as far as possible.
- The important role of the parent/care will be emphasised and every effort will be made to ensure their full support for the placement.
- The contract between the school and the parent/carer will be discussed and signed.
- Transport arrangements, term times, school meals and after school activities will be finalised.
- The behaviour management policy will be described including the procedures regarding child protection.
- The procedure for positive physical intervention will be discussed in relation to the individual child. The parents will be asked to sign the necessary agreement.
- An integration programme will be drawn up responding to the particular requirements of the child. This will be a timetable for the first two-week introductory period where the child's attendance will be gradually increased. The time is flexible and depends on the child, the children in the receiving class and the thoughts of the class teacher.
- Details of emergency arrangements and medical needs will be sort out and the parent/carer will sign general consent forms for school trips and activities.

During the admissions meeting parents/carers or social workers will be asked to sign the following consent forms in agreement with schools policies and procedures:

- Permission to administer medicine (where appropriate)
- Permission for local Educational Visits
- Home/School Agreement
- Child Protection Statement
- Consent form for After School Clubs
- Consent for emergency medical treatment
- Permission for the use of photographs and videos to be used on the school website, publications and training materials
- Physical Intervention Policy and permission
- Information from Outside Agencies

Admission

Following the admissions meeting, the parent/carer will be sent a letter detailing start dates and the induction process.



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Once the place has been allocated conditionally to the child through Additional Needs Athena School will contact parents/carers nearer the start date and put into place the admissions procedure.

The time between admissions meeting and admission will be used to prepare the class and the school to welcome the new member.

Travel, catering and clothing arrangements will be finalised with relevant agencies.