

Admission Policy



Who is this policy for?	All interested parties
Date of this review:	Jan 2023
Date of next review:	Jan 2025
Who is responsible for monitoring and evaluating this policy?	The Board of Trustees
Signed of Date: Governing Body	Jan 2023

This policy should be read in conjunction with the following policies: Complaints, Confidentiality, English as a Second Language, Equal Opportunities and Diversity, Exclusion, SEN Disability Access Plan, Special Educational Needs & 14-19 Policy.

Mission Statement

Side by Side will provide a high quality educational and therapeutic environment to enable all pupils to make progress and reach their potential.

Ethos

Under the guidance of the Hanholah (Rabbinic Board) and the Trustees, the Headteacher together with the Head of Kodesh and staff will ensure that Torah values are reflected throughout the school day across the Kodesh (Jewish) and Chol (Secular) curriculum thus meeting the needs of the local Jewish/Charedi Community.

Contextual Information

Side by Side Special School is a community school offering a unique environment. It is located in the London Borough of Hackney primarily attracting local Hackney and Haringey families. The school is registered with the Department of Education, able to accept pupils from the age of 2-19. The school actively encourages parents and the community to be involved in school life.

Purpose of Policy

- To provide information to prospective parents regarding admission to Side by Side.
- To inform parents how we deal with waiting lists.
- Process for casual entrants.

Admissions

As an Independent Faith Special School we prioritise children of the Orthodox Jewish faith.

Our nursery is unique in the mix of special and mainstream children learning and playing side by side together. There is no fixed ratio of special needs: mainstream

children and it is to the discretion of the Headteacher to ensure that each class is structured in a manner that meets the needs of all the children.

Mainstream Nursery Placements

Where we are oversubscribed, the following criteria will be used:

- Looked after child.
- Children of current staff.
- Siblings of current pupils.
- Siblings of previous pupils.
- Date of application.

Where there is oversubscription, a waiting list will be set up.

Special Needs Nursery Placements

Where an application has been received for a child with special or additional needs we will work to ensure that a place is offered to them. Should there be oversubscription for these places the following criteria will be followed: -

- Children with an EHCP and is a looked after child
- Children with an EHCP
- Looked after child with no EHCP
- Child with additional needs but no EHCP

Casual Entrant into the School (5 -19 Year-Old)

In normal circumstances all applications for the school will have an EHCP.

The head teacher and SENCO will meet with the parents/guardians to discuss the potential placement and understand the needs of the child. Where appropriate and in liaison with the Local Authority an assessment placement may be offered.

Place offered: The Local Authority will formally consult with the school with a place offered subject to funding approval, the school having capacity and the school able to meet the child's need.

In applying the Admissions Policy, the following apply: (i) The School has absolute discretion to determine places in accordance with its admissions policy. (ii) The School reserves the right to verify the accuracy of the information provided and, if it is subsequently discovered that a place has been offered on the basis of the information given that was not accurate, the place may be withdrawn. Providing deliberately false or misleading information is potentially a criminal offence.

Application Process

- Request an application form from the School Office.
- All applications will be treated confidentially and will be reviewed by the Head teacher.
- The school reserves the right to request further relevant information or a home visit to ensure that the appropriate decision and placement is made.
- For children under the age of two parents will receive an acknowledgment of application and will then be contacted nearer to their second birthday.
- Once a decision is made this will be communicated with the family.
- Should an appeal be made this must be presented to the board – Contact details will be provided should this request be made.