

POLICY FOR ADMISSIONS

Date	Review Date	Headteacher	Co-author
Oct 17	Oct 18	Anne Martin	Ashley Carter-Mepsted

The school's ethos is founded upon the fundamental principles of equality and opportunity for all. The school's policy on admissions is therefore to reject discrimination of any form and promote equality for all, regardless of race, religion, gender, language, sex, disability, or family background. The school is committed to ensuring that all school members, including prospective pupils and parents, are offered equal opportunities and are encouraged to reach their full potential within a supportive and accepting environment.

Admissions Criteria

1. Children must have a primary diagnosis of autistic spectrum disorder.
2. Any additional diagnoses of either learning disabilities or medical conditions must be assessed on an individual basis, to determine whether or not the school will be able to meet the child's needs. A doctor's certificate may be required prior to admission.
3. Children must have a Statement of special educational needs, or be in the process of obtaining a statement.
4. Children must be within the age range of 5-19 years inclusive. Children will normally be of an age within 1-2 years of the age range of the children already at the school, so that they will be included within an appropriate peer group. Priority may be given to children who 'best fit' the existing class or group.
5. Parents of all children must agree to support the principles of Applied Behaviour Analysis (ABA) as implemented throughout the school, and be prepared to work in partnership with the school for the best interests of the child.

Admissions Procedure

Placement applications are normally submitted by the child's Local Authority. The Local Educational Authority is expected to make all relevant papers relating to the prospective pupil available to the school to enable an informed decision to be taken as to whether the placement would be appropriate. It is also possible for enquiries to be made directly by parents.

If it would appear from the initial enquiry that a placement at Quest School may be suitable for the prospective child, the following procedure will ensue.

1. A prospectus will be sent out to prospective parent and details will be added to school admissions log.

The Quest School

2. Parents will be invited to visit the school, and will be given further information about ABA methodology and the aims of the school.
3. Parents will be required to complete the pre-admission questionnaire about their child.
4. One or more members of the school's senior management team will visit the prospective pupil either in their own home or at their current educational setting.
5. Following assessment of the prospective pupil, a recommendation is made, either to offer or decline a place, by the senior management team to the school's Board of Management.
6. If the placement is agreed by the Board of Management, a formal offer is made in writing, to the pupil's local Authority.
7. Once the place has been accepted in writing, the school will put the child's name on a waiting list (if necessary).
8. Children may enter the school at any time during the school year. When a start date has been established the school will develop an individualized transition plan for the pupil's integration into the school. Children will usually attend the school on a part time basis initially as part of their individualised transition plan.
9. Prior to entry, parents will be required to read and agree to the school's behaviour policy; both parents and pupils will be required to sign a home-school agreement.
10. All offers will be subject to a 6 month review.

Fees

Fees are paid by the funding Local Authority. Quest School may consider private pupils subject to the above Admissions criteria, in which case, the parents will be required to sign a contract of agreement with the school.