



## **ADMISSIONS POLICY**

### **Ratification**

<b>Role</b>	<b>Name</b>	<b>Date</b>
<b>Proprietor</b>	<b>Harriet Harrison</b>	<b>10<sup>th</sup> January 2023</b>
<b>Lead Teacher</b>	<b>Michelle Dunne</b>	<b>10th January 2023</b>
<b>Review Date:</b>		<b>10/01/24</b>

## **Aims**

- Westward House School aims to give parents as much information as possible about the school and the education we provide.
- We aim to make each pupil's start in school both happy and successful.
- We aim to begin a lasting partnership with parents and pupil.

## **General Procedures for Entry**

Children are admitted at any time of year as we are mindful that school issues may occur at any time of the year.

Upon receipt of a request, relevant and current information regarding the school will be sent out and the Proprietor/Principal or Lead Teacher will speak with parents or the relevant LA about the suitability of a placement at the school. This will include details of current fees, aims and aspirations of the school and whether proceeding to a visit is an appropriate next step. Documentation from specialists; Ed Psych, OT, Paediatrician, former school etc will be requested. A visit to current school may be suggested where relevant.

Where possible, an interview with both parents/guardian and prospective pupil is encouraged. Once a place has been agreed, parents are sent a copy of the Parent Handbook and any other relevant 'joining' information.

The Parents' Handbook and other information consists of the following:

- Daily Routines
- Academic Matters
- Uniform
- Absence Routines
- Discipline
- Communication
- Activities and Events
- Health Matters
- Care of Property
- Religious ethos

In most cases a transition/trial period will be the next step. This could range from half a day to several weeks and will be at the discretion of the school.

Once a child has been admitted, Westward House School hopes to work closely with parents and/or the LA to ensure each child's time at WHS is productive and happy. We operate an open door policy and welcome parents with any concerns to contact us at the earliest opportunity to resolve any issues whatsoever.

*Policy to be reviewed January 2024*