



Admissions Policy

Related documents: Safeguarding Policy, Equality & Diversity Policy, What We Do & How We Do It Policy, Anti-Bullying Policy

Published: July 2019

OUR VISION

Our vision is to provide pupils with the confidence, skills and ambition to achieve a successful and productive life. We aim to ensure they leave the school with a 'new day, new opportunity' ethos and are capable of becoming positive members of their communities. To do this, we have 3 principles that underpin our policies, practices and everything we do:

- Everyone can learn, achieve and has the potential to be successful
- Positive relationships are key to success and are underpinned by mutual trust, respect and caring for one another

Policy owner	WhiteTrees School	Last review	February 2026
Date Created	July 2019	Next review	February 2027

Admission to WhiteTrees Independent School

The admissions procedure to WhiteTrees School is simple with a few clear stages. The current capacity is 78, we are currently registered for 11-18 year olds. We would consider all referrals but maintain we are a school for children with SEMH always needs and hold this in mind when considering referrals. Our post-16 provision is only for pupils within White Trees who are not ready to move on to education available to them.

Referrals

Referrals should be made to the Executive Head Teacher by post at White Trees School, 13a London Road, Bishop's Stortford, CM23 5NA, or via email at laura.bull@whitetrees-school.com.

Standard Referrals & Admissions Process

The key to the process is to identify strengths and needs of the child and ensure that White Trees Independent School is the appropriate placement.

The senior leadership team will consider:

- SEN needs
- Emotional & behaviour needs
- Current attainment and predicted progress
- Social and communication skills (and how they will blend with other pupils)

The process for this consideration is:

- The Executive Head will receive a referral in writing from a Local Authority to be considered. This may be in the form of a letter and will often include a pupil's EHCP and relevant documents to allow the school to fully consider whether the school can meet the child's needs. Families may or may not be involved or consulted at this point.
- If the school feels they can meet the child's needs and an appropriate placement is available, the school will seek to contact the family and arrange a meeting (or at least conversation) with the child, family and/or relevant

professionals to consider the potential placement, support required and gather any information required to evaluate the likely success of the placement.

- If positive, the school will make an offer of placement to the placing authority or person, offering a funding band and a transition pathway that would support the success of the placement.
- It is then up to the placing authority and the family to accept and agree the placement and funding.
- Once agreed, the transition pathway is then organised and actioned.

Direct Referrals & Admissions from Families

Direct referrals are considered from private, fee-paying families. Interested families who do not wish their child to be placed through their local authority should contact the Executive Head Teacher. For private referrals the citizen seeking and funding the placement is considered the placing authority.

Ceasing Placements & Notice Period

On the exceedingly rare occasion where a placement is deemed not to be appropriate, after every possible strategy/ intervention/meeting/review has been exhausted, the school will provide 6 weeks' formal notice to the Local Authority when ceasing a placement. The school will also provide the ceasing of placement in writing to the parent/carer and appropriate professionals involved, sent via email and by post if required. Annual Review paperwork will then be appropriately amended which states that we are no longer the named provision for that pupil, so EHCP's can be accordingly updated.

In the admissions agreements that are sent out with every agreed placement it clearly states that the Local Authorities are to provide us with as close to a months' notice prior to the start of a term that they are wanting to cease the placement after that term. We appreciate that sometimes this is not possible and are always supportive and willing to be as flexible as we possibly can.

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