



North Hill House School



Admissions Local Procedure September 2025

Local Procedure Title	Admissions
Site	North Hill House School
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Local Procedure Author(s)	Adam Smith, Assistant Headteacher
Local Procedure Ratification	Checked and Approved by: Michael Pearce, Headteacher

1. Purpose
This local procedure sets out how the Admissions Policy is implemented at North Hill House School. It ensures that all admissions are safe, appropriate, and compliant with Aspris Children's Services standards and regulatory requirements.
2. Scope
This procedure applies to all staff involved in the admission of children and young people to North Hill House School, including the Headteacher, Senior Leadership Team, SENCo, Transitions Lead and administrative colleagues.
3. Responsibilities
<p>Headteacher: Overall responsibility for ensuring compliance with the Admissions Policy and this procedure.</p> <p>Admissions Team: Responsible for gathering documentation, completing forms, and coordinating with placing authorities.</p> <p>Transitions Lead: Responsible for liaising with parents and recording information from them</p> <p>All Staff: Responsible for welcoming and supporting the child/young person during induction.</p>
4. Admissions Process
<p>Referral Screening</p> <p>All referrals are submitted via the Referrals Coordinator and undergo an initial screening. If the referral is deemed appropriate and within the remit of North Hill House School (NHH), the referral and supporting documentation are forwarded to the Headteacher and Senior Leadership Team (SLT), including the SENCo and Transition Lead. This process will be completed as promptly as practicable.</p> <p>Initial Review and Record Creation</p> <p>The SLT, led by the Headteacher, will provide a response to the Referrals Coordinator to indicate whether the young person's needs could potentially be met at the school and whether the assessment process should proceed. Discussions regarding referrals are held regularly and continue throughout the process.</p> <p>The SENCo and Transition Lead will maintain a Referral and Admission Record for each referral that meets the criteria for assessment. This record will be updated at each stage of the process, including decisions to Decline or Offer a Place.</p>

Paperwork Review

The initial decision to proceed to assessment is based on documentation review, as recorded in the Referral and Admission Record. If agreed, the Referrals Coordinator will request the following:

- EHCP
- Educational Psychology Reports
- Occupational Therapy Reports
- Speech and Language Therapy Reports
- Current academic data
- Feedback and contact details from previous educational settings

All relevant documentation must be received before a final placement decision can be made.

Assessment Process

- **Assessment 1 – Assessment Visit:** The young person will visit North Hill House School, supported by staff and/or parents. The Assessment Visit Report outlines specific observations and questions for assessors to consider. Assessors will complete this section of the record and share findings with the SLT to inform the placement decision.
- **Assessment 2 – Additional Visit:** The Headteacher, SENCo and Transition Lead will consider the need to arrange a visit to the young person's current placement. This meeting will include discussions with staff and observations of the young person.
- **Audit of Need –** Where the Assessment visit process is successful and an offer is likely to be made, assessing staff will complete an Audit of Need form to determine appropriate fee banding.

Offer of Placement

Any offer of placement will be made by the Referrals Coordinator

Tribunal Cases

Where a placement decision requires evidence at an Educational Tribunal, the assessor leading the case will present evidence. Attendance can only occur during term time and with adequate notice. Requests must be submitted by legal teams via email, and a full court bundle must be provided at least **two weeks prior** to the tribunal date.

Unsuccessful Referrals

The Headteacher, SENCo and Transition Lead will maintain an audit trail of all unsuccessful referrals, including demographic details and reasons for non-admission. The Referral and Admission Record will provide detailed feedback to the Headteacher regarding the decision.

Principle

Our overriding aim is to ensure that every young person is placed in a provision that best meets their individual needs.

5. Transition & Welcome

- Assign a key worker to support the child/young person.

- Provide a tour of the service and introduce staff and peers.

Transition Process:

All new admissions will require ACS Form: 11C filled in by the Transitions and Family Liaison Officer in conjunction with parents on the initial transition meeting Forms will be reviewed by class teacher and tutor at the six-week review and then annually, or in the event of significant changes.

North Hill House School has a dedicated Transition Lead who coordinates phased transitions tailored to each student's interests and strengths. These transitions aim to support students in developing trusting relationships with key adults, building familiarity with the school environment, and growing in confidence. The transition process is carefully planned and structured, allowing students to gradually increase their time in school and engage in activities that align with their interests. This approach helps to reduce anxiety and fosters a sense of belonging from the outset. Most transitions last approximately six weeks, during which time key adults monitor progress, adjust strategies as needed, and provide consistent reassurance. However, for students requiring significant levels of support to reengage with learning, the school collaborates closely with families and the Local Education Authority to design a longer phased transition plan. This extended transition period ensures that individual needs are met effectively, setting a strong foundation for positive educational experiences.

6. Health & Medical

Medical information and details of General Practitioner are required at the time of admission. This is provided on the parent forms. If this is not available, admission may be delayed until this information is available in order to ensure the safety and wellbeing of the child/young person. Where a child or young person has a specific medical condition for which colleagues will require additional training, skills, and knowledge in order to safely care for the child or young person, this training must be completed prior to the admission taking place.

7. Admissions information

Every admission must be recorded immediately in the Admissions Register. Aspris Children's service Admissions Fromefield Manor School February 2025 Page 4 of 5 Every admission must also be added to all relevant electronic recording systems which the service is routinely expected to use (companies MIS system - Engage)

8. Individual Risk Assessment

ACS Form: 13B will be completed by the Class Teacher during the initial admission/transition process. If ACS Form: 13B has identified the risk running away, then a further form ACS Form: 6 will need to be completed. Forms will be reviewed by class teacher and tutor at the six-week review and then annually, or in the event of significant changes.

9. Monitoring & Review

Headteacher and Regional Director will monitor compliance through governance processes. This policy is reviewed at the agreed review date by the Head Teacher and is approved by the Regional Director.

Local Procedure Review History:

Date Reviewed	Reviewer	Summary of revisions
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Children's Services: Local Procedure Template
