



*Total Education Services - Total Tuition Alternative Provision - Rosewood Independent School  
Subsidiaries of JWA Holdings Limited*

## **Admissions Policy**

Our settings endeavor to accept all pupils providing we have available placement spaces available.

In assessing any pupil or prospective pupil, the setting may take such advice and require such previous reports or assessments as considered appropriate. This is to ensure that the setting can provide the right environment for the child's academic and social needs, within any practical limitations of the setting.

The life of the setting is enhanced by inclusive policies but equal importance must be given to ensuring that no pupil's education is impaired.

The setting will be sensitive to any requests for confidentiality.

### **Before a place is offered (and preferably prior to application):**

Parents must disclose any known or suspected circumstances relating to their child's health, development, allergies, disabilities and learning difficulties. We would request a copy of any previous reports, including but not limited to school reports and records, EHCPs (final or draft), and/or external reports from CYPS/ Educational Psychologists, etc.

Based on such disclosure, the setting will confirm whether or not it feels it may be able to fully meet the needs of the child.

The child and parent/carers will be invited to visit the setting for a viewing. This may be outside of normal school hours. During this visit, the child will have the opportunity to view the setting and meet the staff, and ask any questions they may have.

Following the meeting, any risks associated with the child attending the setting will be discussed by management, and a decision made as to whether the setting is able to fully meet the needs of the child. We aim to make this decision within 5 working days.

Where a child's SEND is identified, or develops, after the child has started at the setting, we will endeavour to continue support the child as long as we have the appropriate resources and facilities to provide them with the support they require, we believe it is in the best interest of the child and of the setting community

for them to remain at the same setting.

Where, in our judgement, we feel we are no longer able to meet the needs of a child, we reserve the right to withdraw a place at the setting. In such circumstances, we will use our reasonable endeavours to support parents in finding alternative arrangements.

We will look to train or find courses for the teachers to attend in order to help with the inclusion of any child in attendance. The training will either be internal or external depending on the needs of the children on our register.

We also work with the Local Authorities to ensure individual Support Staff are provided for those that require it.

Once registered, data will be held in accordance with GDPR regulations.

Jennifer Wood (Director) Total Tuition

For Total Tuition Alternative Provision / Rosewood Independent School September 2020 admissions

Updated: September 9th 2021, Jennifer Wood (Proprietor)

Due for review: August 2022

Updated: August 2022, Jennifer Abraham (Proprietor)

Updated: 21 August 2023, Jennifer Abraham