



Admissions Policy

Yew Tree Farm School
Bredgar and Wormshill Light Railway
Swanton Street
Sittingbourne
ME9 8AT

Date - 23/01/24

Reviewed by - Stephen Grix

Next review date - 23/01/25

Yew Tree Farm School is designated as an independent special school with a focus on SEMH and ASC provision. There are 12 places available for pupils aged between 7 and 11.

All pupils at Yew Tree Farm School must have an Education, Health and Care Plan, consequently places are agreed and funded by Local Authorities rather than individual fee-paying places. However, parents and carers of pupils who have not been referred by the Local Authority are welcome to visit the school but it is not possible for a pupil to be admitted without an Education and Health Care Plan or by agreement for funding from the Local Authority.

Alternatively, we also accept referrals from local schools, colleges and partnerships providing that they are willing and able to fund the placement. These may remain on roll at another establishment but spend an agreed time being educated within our school and alternative provision.

The school does not operate within a specific catchment area; therefore a child's place of residence does not affect their admission; however, the referring Local Authority may stipulate guidelines in relation to travel times and distances.

Admissions Procedure

1. A full assessment of each pupil's needs will be undertaken; the following procedures are used: Referral papers sent to the school by the appropriate body e.g. Local Education Authority – these are reviewed by the Management Team to enable an understanding of the child's needs. Current/previous schools or other agencies who have worked with the pupil will be consulted during this process.
2. Parents/carers/social worker will be invited for informal interview to further establish their needs.
3. If the school is happy to take the referral to the next stage, parents/carers will be asked to bring the child for an interview.
4. A period of assessment will be arranged as soon as possible after the interview has taken place.
5. Following the successful completion of interview and assessment week, a place will be offered to the Local Authority for them to decide whether or not to agree funding.
6. A transition period which will include Literacy, Numeracy and Reading Tests will establish basic abilities alongside monitoring of social and emotional development via B squared Autism Progress. If, during this time, an incident occurs that would warrant exclusion in line with school policy or strongly suggests that the school is not appropriate for the pupil the assessment period will be brought to a close before the end of six weeks in consultation with the Local Authority. Depending upon the circumstances, this may be with immediate effect.

If a permanent place is offered the pupil will attend school once Local Authority agreement is in place and transport has been arranged. Parents/carers will be informed of a firm start date.

The school is Ofsted registered and therefore admissions into the school are limited. If we are at capacity the referring body will be made aware of this and the learner can be added to a waiting list and / or seek a placement elsewhere.

Parental Support

At Yew Tree Farm School we emphasise the importance of a holistic approach. The role of the parent/carer in supporting the school and child is vital and an important part of any progress and change a child can make. Therefore, if the school is not confident in a parent/carer's willingness to support the school, its ethos and policies, the right to refuse admission on this basis will be upheld.

Admissions Appeals

In the event of a child being refused entry to Yew Tree Farm School, appeals can be made, in writing, to the Headteacher who will review the case accordingly. Pupils with criminal convictions will be considered on a case by case basis. Any child, referred, who may be deemed a serious risk to the wellbeing of others at the school due to their involvement with drugs or crime of a violent or sexual nature, will have their case reviewed by the Headteacher before a decision regarding an offer of interview and assessment is made.

Charging Period

The charging period will be from the start date of the placement. The Local Authority will be charged for the six week assessment regardless of whether the pupil is accepted to the school or not.

Yew Tree Farm School is committed to equality of opportunity for all pupils and staff in which people treat each other with mutual respect, regardless of: age, disability, family responsibility, marital status, race, colour, ethnicity, nationality, religion or belief, gender, gender identity, transgender, sexual orientation, trade union activity or unrelated criminal convictions.

We strive to educate, promote and celebrate the wider diversity of society within our school community.