

Policy: Admissions, placement and registration of new placements

Reviewed: May 2026

Next review: May 2027

Mid-year updates:

Policy Monitoring

Libra Policies are reviewed when the need arises in line with legislation updates, guidance, and useful information we receive to improve and enhance our provision. Additionally, Policies are updated annually by relevant members of staff and the Senior Leadership Team.

Equality Statement

We believe that this policy is in line with the Equality Act as it is fair, it does not prioritise or disadvantage any child or member of staff, and it helps to promote equality at this school.

We all have a responsibility to ensure equality permeates into all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth. We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

Introduction

The Libra School offers full-time educational day placements for boys and girls aged from 5 to 18 years (although it is very rare for Libra to operate a 6th form due to the excellent local college provision available).

Aims and Objectives:

- To have in place a robust admissions process to ensure that we can meet the needs of the children placed with us to prevent placement instability.
- To comply with current regulations that govern our admissions and attendances registers.
- To ensure compliance with all relevant legislation connected to this policy.

The Libra School accepts day children who have special educational needs usually always supported by an education, care and health plan (EHCP). Children are almost always placed with us through Local Authority 0-25 SEN teams. We provide education opportunities for children with social, emotional and behavioural difficulties, usually with additional specific learning difficulties whose behaviour can be exceptionally challenging which has resulted in a history of exclusions within mainstream schools and a very negative view of school.

Often these experiences manifest themselves in under achieving academically, non-school attendance and involvement in criminal behaviour, often destructive behaviour with little or no regard for boundaries. Libra recognises that these children are highly vulnerable but their behaviours mean Local Authorities have difficulty in finding suitable therapeutic placements. The Libra School endeavours to redress the balance in favour of the child, educationally and socially regaining their self-esteem and confidence.

Children arriving at Libra:

- Are significantly emotionally dysregulated with little or no confidence, self-esteem or resilience
- Have experienced failure and loss
- Have an inability to manage extreme feelings resulting in a wide range of anti-social behavioural strategies for coping with life
- Are behind peers in terms of social, life and independence skills
- Have a lack of aspiration
- Have a lack of understanding of others and their cultures and are often quick to intolerance
- Have experienced multiple ACE's – Adverse Childhood Experiences

- Have little or no trust in adults
- Have had a disrupted education
- Are stagnant in terms of educational progress.

The admissions process:

- Libra is consulted for a potential placement for a child digitally, with the 0-25 team of the relevant local authority (usually Devon or Somerset) supplying the EHCP and all associated documents for our consideration.
- Libra is required to respond within 15 days.
- Libra will review the documentation supplied and consider if the school can meet the child's needs without impacting the learning of other children. Similarly, we will consider if other children impact the learning of the child.
- Libra may invite the parents and child in for an informal meeting so we can meet the child to assess needs if we are unable to determine these from the paperwork supplied. Due to the volume of consultations that we receive, and the low placement rate, we do not always invite parents and the child to meet with us. Parents and carers have usually visited the school informally prior to asking for it to be named on the child's EHCP.
- A positive consultation will involve a detailed document describing how Libra can meet the child's needs stated in the EHCP with an accompanying financial breakdown of the fees quoted. A negative consultation will involve an explanation of why Libra cannot meet the child's needs. Both are returned digitally to the relevant 0-25 team.
- If the local authority 0-25 team placement officer together with parents / carers feel that Libra is the right education option for the child, the consultation will go to a panel of senior local authority staff for approval.
- If approval is given, Libra is advised as is the parent or carer in writing.
- The local authority will then prepare an Individual Placement Agreement for signing by both parties.
- Libra will liaise with parents and begin a transition plan that meets the child's needs.
- A new pupil checklist administrative checklist is opened.
- Parents / carers will be introduced to the parent app so that all permission forms can be signed, and communication can begin:
 - Admissions paperwork
 - Consent Form for School Trips
 - Home School Agreement
 - Medical Consent and Emergency Contact
 - New Child Information Record
 - Parental Agreement for the School to administer medication
 - The Libra School Parent Guide
 - Relevant policies and procedures
- School register is updated on the day a child joins Libra with the following information:
 - Child's full name
 - Sex
 - Parent's name and address
 - The name of the person who has custody of the child
 - Emergency contact numbers of the parent/carer
 - Admission date
 - Name and address of the last school attended with dates
- School roll is updated on the day a child joins Libra
- SJ1 form to be completed fully when a child joins Libra. This must be completed and sent to the Local Authority within 5 days of that child being added to our school roll.

Libra acknowledges its' duty to inform local authorities of any child who is going to be deleted from the admission register where they:

- have been taken out of school by their parents and are being educated outside the school system e.g. home education.

- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered.
- have been certified by a GP or by CAHMS as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period;

The local authority will be notified when a child has been deleted from its register under the above circumstances. It will be done as soon as the grounds for deletion are met, but no later than deleting the child's name from the register. It is essential that schools comply with this duty, so that local authorities can, as part of their duty to identify children of compulsory school age who are missing education, follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

It has been decided that the admission register will be retained indefinitely. All attendance registers will be retained for a minimum of three years.

Libra is unable to hold or reserve places for individual children. There is often a large time difference (up to 6 months) between the initial consultation and confirmation of a placement being agreed. During this time other children with positive consultations might have received placement confirmations and this unfortunately changes the school cohort characteristics as well as the number of places available. The Libra school is unable to influence which positive consultations are confirmed as actual placements. This decision is made entirely by the 0-25 team of respective local authorities.

On admission to the school, the children have a settling in period to give them time to adjust to their new routine. During this time, they have a very full and varied curriculum, which allows for identification of possible motivating activities and positive rewards. At the same time, during this half term, a series of baseline assessments will be made by staff working with them. Some of these may be external, using a qualified educational tester, while the remainder are completed at school. The specific assessment programme for each child will vary with the needs stated in their EHCP and the amount and quality of background information on their educational history. The results of these baseline assessments will inform the child's EHCP, their curriculum and timetable and their Attainment Record.

Leavers

When children leave Libra an SL1 form is completed fully and sent to the Local Authority within 5 days of that child being removed from our school roll and register. To ensure that all procedures are undertaken in the correct timeframe, our Pupil Leaver Checklist is opened and completed.

Staff training and supervision

The admissions procedures are overseen by the principal and involve the senior management team and the office staff. This keeps the circle of communication small, which minimizes any errors in communication. Where appropriate staff take part in any relevant training on admissions supplied by the local authorities.

Monitoring and review

As evidence that our admissions procedures are delivered effectively, we have in place:

- Evidence of completed consultation documentation including a breakdown of fees
- Individual placement agreements
- Evidence of transition planning
- New and leaver pupil checklists
- Parent / carer permission paperwork
- School register
- School roll
- SJ1 forms

Responsibilities

The senior management team will:

- work in conjunction with the Directors to ensure all school staff, children and parents are aware of and comply with this policy.
- provide an environment that is safe, fun, stimulating and challenging to all children.
- promote an awareness of and respect for a diversity of cultures, values, beliefs and abilities.
- encourage parents to take an active role in policy development where appropriate.
- ensure all relevant risk assessments are in place to ensure a safe school environment.
- provide leadership and vision in respect of equality.
- provide guidance, support and training to all staff.
- consider providing remote learning to children in circumstances when in-person attendance is either not possible or contrary to government guidance in accordance with school risk assessments and safeguarding guidance. This might include occasions when:
 - we decide that it is not possible for the school to open safely, or that opening would contradict guidance from local or central government.
 - individual children, for a short period, are unable to physically attend school but are able to continue learning.
- monitor and evidence the effectiveness of this policy.

Teaching and learning support staff will:

- comply with all aspects of this policy.
- implement the school's equalities policy and schemes.
- report and deal with all incidents of discrimination.
- attend appropriate training sessions.
- report any concerns they have about any aspect of the school community.
- receive relevant training, periodically and ongoing as required, according to their role.
- have equal chances of training, career development and promotion.
- receive equal opportunities training in induction to improve their understanding of the Equality Act 2010 and its implications.

Children will:

- be aware of and contribute to all appropriate policies through the school council.
- work with and support the school council on all agenda items.
- strive to take pride in their work and work to the highest standard that they are capable of.
- listen carefully to all instructions given by the teacher, ask for further help if they do not understand and participate fully in all lessons.
- participate in discussions concerning progress and attainment.
- treat others, their work and equipment with respect.
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school.
- talk to others without shouting and or using physical aggression and will use language which is neither abusive nor offensive.
- hand in homework properly completed and on time.
- wear correct uniform.

Parents and Carers will be encouraged to:

- be aware of and comply with all school policies including this one.
- be encouraged to become involved in policy development by taking part in parent engagement opportunities and by maximizing learning opportunities between home and school.
- Keep informed via termly newsletters of the children's curriculum.
- be made aware that they have the right to withdraw their child from any part of the religious education curriculum, but we encourage them to speak with us first before deciding.
- be encouraged to take an active role in the life of the school by attending parent-teacher consultations / Parent Open Days / fundraising and social events.
- ensure regular and punctual attendance of their child.
- notify school on the first day of child absence.
- have holidays out of term time and authorised by school.

- encourage effort and achievement.
- encourage completion of homework and return it to school on time.
- provide the right conditions for homework to take place.
- ensure correct school uniform is worn.
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.
- speak with children and staff respectfully and expect the same in return.

Linked Policies and documents:

Attendance / Equality / Managing a Crisis / Special Education Needs and Learning Difficulty and/or Disability / Data Protection and the General Data Protection Regulation

Policy Location

This policy can be found:

- on SharePoint within the staff and master's folder
- on the school website www.libraschool.co.uk
- available upon request from the office: admin@libraschool.co.uk / 01598 740044

Lead Assessor: Abi Morgan



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