

# **HURWORTH HOUSE SCHOOL**

## **Admissions Procedure**



### **Hurworth House Vision Statement:**

#### **“Inspiring for Success”**

Hurworth House is unique, we strive to bring inspiration, present endless possibilities and nurture innovation. We recognise and celebrate individuality, developing all aspects of our young people’s characters in order to fulfil their ambitions

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**Author: Claire Blackett**

## **Overview**

Hurworth House School is a special day school for up to 80 boys and girls aged 5-19 years. The young people exhibit a variety of severe and complex educational, social, emotional and mental health difficulties, which have impeded personal developmental and educational success. Many have a number of diagnoses. Our young people have failed in, or been failed by, a variety of settings prior to their time at Hurworth House School. They often arrive very disengaged with education and life after having experienced many crises and trauma.

## **Referral Process**

Children are referred by either Social Services or Education Departments. The referral can be written and sent via secure email to [hurworthhouse@porygroup.com](mailto:hurworthhouse@porygroup.com) or enquires will also be taken over the phone; 01325 729080. Where possible it is always helpful to include all recent and relevant reports, i.e. social history report, psychologist report, recent reviews, Statement of Special Educational Needs/EHCP.

- a) The reports will then be forwarded to the Head Teacher and relevant managers via our Business Manager Victoria Skilbeck.
- b) A discussion will take place with the child's Social Worker, Education Welfare Officer, Psychologist, Inclusion Professional(s), local authority representatives and others, as necessary, regarding the placement and what we can offer to meet needs, agreeing next steps.
- c) The young person and their family/carers will be contacted and a visit to Hurworth House school arranged. During the visit they will be shown around the school and meet with a senior member of staff who will discuss previous education history, aspirations and support needs in placement.
- d) During the visit the staff member will complete a risk assessment and then meet with the SLT to discuss if the appropriateness of the placement with consideration to current cohort and what we need to put in place to meet needs.
- e) The authority will be notified of the outcome as soon as possible.
- f) Once written confirmation has been received from the authority that they wish us to start placement a pastoral visit will be arranged by the Business Manager in conjunction with the SENCO to the home environment, if appropriate, and a transition timetable will be agreed.
- g) A home school agreement and consent forms will be sent to home address and signed before admission to school can take place.
- h) An appropriate introduction and admission plan will be made for the child, setting the pace for a smooth transition into an appropriately identified group, based on collective needs.
- i) Throughout the transition process there will be continuous liaison with the young person and key stakeholders ensuring the child is feeling safe and settled, any concerns may require the timetable to be adapted, this will be agreed in full consultation.