

Admissions Policy



Date adopted	June 2014
Last reviewed:	June 2026
Next review due:	June 2027



Kingsbury Manor | 288 Kingsbury Road | Roe Green Park | London | NW9 9HA
020 8446 0300 | www.southoverpartnership.com

The Southover Partnership is a company limited by guarantee registered in England and Wales with company number 10539109 and a registered charity at the Charity Commission for England and Wales with registration number 1175243. VAT Number 481 0822 03



Admissions

Admission to The Southover Partnership School (Southover) and Outreach Service is via referral from a local authority or the child's school for assistance with respite schooling. We accept pupils, at the discretion of the senior leadership team, regardless of gender, race, religious belief or sexual orientation who have an Education and Health Care Plan (EHCP) and are aged usually between 8 -19 years of age. Other factors taken into account include:

- Are in care.
- Have experienced a fragmented school experience.
- Are in need of educational provision that can be tailored to meet their individual needs.
- Are living with autism (ASD).
- Have a range of learning needs.
- Are living with Social, Emotional and Mental Health difficulties (SEMH)

Initial Enquiry

The organisation making the referral will be contacted by a senior manager to discuss the specific needs of the pupil and documentation supporting the referral will be requested. This will include reports by school and other professionals, the child's educational history and the EHCP.

The referrer may be asked to complete a risk assessment/pupil profile form which will be used by Southover to help make a decision about our ability to meet the child's needs.

Initial meeting

Once Southover have ascertained that a child's needs can be met by the Executive Headteacher, a meeting will be set up to meet the young person, the parent/carers and other relevant people for example, social worker, school representative, or LA representative with Southover staff. The purpose of this meeting is to gather more information about the child in order to make appropriate provision from within Southover resources. Where appropriate, Southover will arrange to meet staff from the previous school placement.

Agreement with placing Local Authority

The Southover Partnership will determine school fees and draw up a National Schools Contract (NASS) in relation to the pupil which will be agreed and signed by the Local Authority, authorising Southover Partnership to provide educational services for individual pupil.

Pupil transition

After agreement has been reached at the initial meeting, the pupil will be set up with a period of induction for both the student and Southover. Although most new students will fully integrate into school within a half term, the transition period varies based on the learners' needs. The transition process is monitored by the Heads of School.



Admissions flowchart

1. Local Authority sends referral papers.
2. Executive Headteacher, Heads of School, Head of Outreach Services and other specialists consider papers and make initial decision as to whether we can meet the student's needs and on which site.
3. Contact is made with parents/carers and a tour to the school including a trial is booked. For the outreach service, a home visit is booked followed by a risk assessment.
4. Southover makes a placement offer if deemed appropriate by the school and informs the Local Authority with provision details and costings (Local Authorities make contact with the families). Alternatively, Southover informs the Local Authority of the reasons for not meeting needs.
5. Contact is made with parents/carers and a tour and visit to the school is booked. For the outreach service, a home visit is booked followed by a risk assessment.
6. If placement is agreed, then the Local Authority will name The Southover Partnership School on the child's EHCP.
7. Parents agree transport arrangements with Local Authority if required.
8. The student and parents/carers will be sent a welcome pack.
9. A further home visit can be arranged where necessary and a transition plan put in place which often involves a phased entry.

If you have any enquiries about admissions, or would like to visit the school, please contact the office on 020 8446 0300 or info@southoverpartnership.com.



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