



CALDER LODGE SCHOOL

ADMISSIONS POLICY

Calder Lodge School provides places for up to 48 pupils aged 5 to 11. The policy of Calder Lodge School is that the same procedure is followed in respect of all pupils referred by Local Authorities for placement. The school caters for pupils with education health care plans related to social emotional and mental health difficulties and other additional needs; for example; ASD, GDD or MLD and will consider pupils from 5 to 11 subject to a successful interview process.

Admission Criteria

- Pupils will be aged between 5 and 11 years.
- All pupils will have an EHCP, unless by special arrangement with local authority.
- The EHCP will specify that the pupil has SEMH needs or other additional needs.
- Pupils may have specific or generalised learning difficulties.
- There might be exceptional circumstances in which a pupil is admitted for a formal assessment by the LA.

Admissions Process

All pupils admitted to Calder Lodge School will have been initially referred by their LA. If, after reviewing the information provided, the school believes that the pupil meets the admission criteria, arrangements will be made with the LA for the parents / carers and pupil to visit the school. The interview will include a tour of the school and a meeting at which the school policies and curriculum are discussed. Visitors will have the opportunity to ask any questions they may have. Parents / carers also have a chance to view the school while it is in session, ask questions and gain as much information as possible. Similarly they need to feel positive about the prospect of their child attending Calder Lodge School. The interview will be supported by a visit to the prospective pupil's home by a member of the Senior Leadership Team where any additional matters can be discussed within the pupil's home environment, if deemed necessary.

If, following these visits, all concerned are agreed that the pupils' needs can be met at the school and that the pupil and parent / carers are committed to the placement, arrangement will be made for admission.

The interview is a vitally important stage in the admission process. It is an opportunity to find out more about the prospective pupil's family placement, background, behaviours in the home setting and home area. It is important to know if the child has committed offences. It is also an opportunity to get to know the pupil on a personal level.

It is crucial to ascertain the pupil's response to the school and assess whether it is likely they would "fit in". It is important that the pupil feels comfortable and responds positively to the school environment, having been shown around by the Headteacher or member of the SLT. A pupil handbook provides information about the school to take away. Ultimately, it is necessary for the interviewee to want to be in school, and to feel positive about a future at Calder Lodge School. Should the prospective pupil be particularly negative about the school and future attendance, a further visit can be planned or the application withdrawn by mutual agreement.

Should agreement be reached, a place will be offered at the request of the LA.

The school will provide each pupil a pupil handbook, a school uniform and there will be an induction process.

The school will provide to each parent / carer details of Calder Lodge School and a school prospectus.

An admissions register is maintained by the school as per DfE regulations.

Admissions Policy

Next review date: May 2026

Member of staff responsible for implementation and review: Kelly Farnworth

Position: Head Teacher

Approved by: Dan Creed (Director)

Date: 01/05/2025