



PAPILLON HOUSE SCHOOL

Admissions Policy

Papillon House School is an independent special school for autistic children and young people aged 5 to 19 years.

Children are referred to Papillon House School because they have profound Autism that affects their everyday life. This prevents them from achieving their full potential in a mainstream school environment.

Children placed at the school will have an Education, Health Care Plan (EHCP) from their Local Authority and it will be agreed by the parents, the Local Authority and Papillon House School that the school is the best place to meet the child's needs.

Admission Procedures

Admission to the School is a 3-stage process:

1. Initial referral either by a parent or a Local Authority
2. School based assessment
3. Transition into School

Parents who are interested in their child attending Papillon House School are very welcome to contact the school and arrange a visit.

When a child is referred to Papillon House School his/her papers are considered by a multidisciplinary staff team which includes:

- The Head Teacher
- Head of Therapy
- Deputy Head
- Lead Therapists

There is no set time span for the admissions process as this depends on a number of factors including the nature and quantity of referral information; the need to seek additional consultation, clarification and advice; the number of pupils under consideration; the number of pupils awaiting assessment, the availability of places and the time of year. However, the School will work with parents and external agencies to ensure that decisions on whether to offer an assessment are based on complete, accurate, reliable and up-to-date information. Assessments and admissions take place throughout the year.

The decision to offer an assessment is based on rigorous evaluation of the referral information to determine whether a pupil's needs are consistent with the School's Admission Criteria which are:

- All pupils will have a confirmed diagnosis of an Autism Spectrum Condition
- All pupils will have an Education, Health Care Plan (EHCP)

- Pupils may have a range of behaviours arising directly from the ASC
- Pupils will have needs and ability profiles that are compatible with those of the pupils who already attend the School.
- Pupils may present with additional medical conditions or factors, including mental health issues in which case the School reserves the right to decide whether these can be managed effectively and safely within its existing resources.

When it has been determined that there is a high probability that Papillon House School can meet a pupil's needs and other criteria, such as availability of places, have been taken into consideration, an assessment visit will be arranged. This may take place at the pupil's current placement, home or at Papillon House School and will be carried out by at least two members of the Multi-Disciplinary Team to include Education and Therapy. This will allow the school to confirm its impressions of a pupil's needs and whether it is able to offer a place.

Once a place has been offered, all pupils will have a carefully and sensitively managed period of admission and induction to support their transition to Papillon House School. There is no timescale for this as it will always depend on the individual needs of the pupil concerned.

All places are usually funded by Local Authorities.

Admission and Attendance Registers

See the School's separate Policy on Admission and Attendance Registers.

This policy should be read in conjunction with all other relevant policies and guidelines.

Management Team July 2007

Reviewed and Revised Head Teacher June 2009

Reviewed and Revised Head Teacher July 2011

Reviewed and Revised Head Teacher July 2013

Reviewed & Revised Nov. 2014: VWV Solicitors

Reviewed and Revised Oct 2017: VWV Solicitors

Agreed: Gillian Hutton, Director, November 2017

Reviewed & Revised: Gillian Hutton, Director, April 2021

Agreed: Management Team, May 2021

Reviewed & Agreed: Gillian Hutton, Director May 2023