

Admission contract and information

Date

Enter Pupil Name

DOB

## newlogo

## Date

## **Request for short-term placement:** Click here to enter pupil name

Dear Principal,

I write to confirm that we can conditionally offer a place for the above pupil for the coming term. The enclosed Pupil Support Plan must be completed before the offer can be confirmed. This document details the focus of support for the coming term and sets measureable targets. The Outreach Support Staff will work with the link teacher to complete all relevant documentation as soon as possible before placement.

If you wish to accept this offer, please sign and return the contract overleaf and the enclosed information request form. The Outreach Support Teacher will then liaise with the school and parents to arrange an interview and start date.

Kind regards,

Barry Fettes

Principal

Contract Agreement

School name: Click here to enter text.

Pupil name: Click here to enter text.

Term ending: Click here to enter text.

In consideration of the above, the school:

* Agrees to a one-term period of assessment and support at Ardmore House followed by a full and unconditional return.
* Takes full responsibility for any annual reviews/ transition plans/AEP requests.
* Will make all reasonable adjustments and accommodations recommended in the reintegration report.
* Will provide opportunities for Year 10 pupils to choose options for KS4 if appropriate.
* Agrees to arrange a monitoring visit to Ardmore after half term.
* Agrees to abide by the reintegration plan detailed in the Pupil Support Plan

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Principal)

PUPIL INFORMATION REQUEST

# Educational information

Pupil Name Click here to enter text. D.O.B. Click here to enter text.

School Click here to enter text. U.P.N. Click here to enter text.

Does the pupil have a statement of Special Educational Needs? Yes / No

If yes, please give details below and enclose a copy of the latest statement.

Click here to enter text.

Please note the pupil’s attendance for the last academic year. Click here to enter text. %

Is there a pattern to any absences? Click here to enter text.

**Risk Assessment**

The following behaviours may put staff and pupils at risk. Please indicate if there have been any occurrences of the following. If so, please accompany this form with full details of any incidents and an appropriate risk assessment.

Threats/violence against staff

Threats/violence against pupils

Damage to property

Making allegations against staff

Absconding from school

Bullying of others

Self harm

# Personal Information

Relevant information concerning the pupil’s home circumstances – e.g. parent/guardian/ looked after child/family dynamics

Click here to enter text.

Level of parental support for school

Click here to enter text.

Other agencies involved (Social Worker, probation, CAHMS etc.) please give full contact details for each.

Click here to enter text.

# Assessment

Please note tests administered and outcome

Name of test Click here to enter text.

Chronological age when administered Click here to enter text.

Outcome Click here to enter text.

Name of test Click here to enter text.

Chronological age when administered Click here to enter text.

Outcome Click here to enter text.

Name of test Click here to enter text.

Chronological age when administered Click here to enter text.

Outcome Click here to enter text.

# Essential information to be attached.

Please be aware that we cannot admit any pupil until all relevant information has been received

|  |  |
| --- | --- |
| Information | Enclosed? |
| A copy of the most recent statement of special educational needs |  |
| Up-to-date IEP and IBP, together with progress report in target areas |  |
| Clear evidence of the range of strategies employed by the school to manage the pupil’s behaviour at stages 2 and 3 and an assessment of their effectiveness. |  |
| Strategies which have proved successful/unsuccessful (dos and don’ts) |  |
| A full risk assessment/risk management plan if appropriate |  |
| Details of any serious incidents |  |
| Any child protection/UNOCINI concerns you feel should be shared with the school designated officer should be attached separately in a sealed envelope marked “CONFIDENTIAL – For the attention of the designated teacher for child protection” |  |