



# Admissions Policy

## Centre Academy East Anglia

To be reviewed annually. Next review date: September 2018

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*Centre Academy East Anglia is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

Centre Academy East Anglia must of necessity remain a small school and we therefore accept only a limited number of students for each academic year. Because of the nature of our mission and, indeed, our students, we are exceptionally careful with regard to offering places. In broad terms, we must be convinced that we will be able to meet the needs – academic, interpersonal and social – of the applicant and that the applicant will benefit and thrive in our environment for learning and will not in any way compromise the ability of other students to learn. The school cannot accommodate students for whom behavioural difficulties are a primary diagnosis.

The initial step involves a telephone conversation between the applicant's parent(s) and the Principal, who will ascertain if the parent should be encouraged in pursuing a place. The Principal will understand the parent's objective in enquiring, the academic and other difficulties that the applicant is experiencing and the diagnosis that may be operative. He will also present an overview of the School and its programmes, and attempt to answer any questions that may arise. If the Principal believes that an application should be encouraged, he will forward to the family the school Prospectus and related documents.

The family subsequently forwards the formal application as contained in the Prospectus, along with a current report by an educational psychologist, a copy of the child's Statement or Education Health and Care Plan (EHCP) (if applicable), reports from other schools and any other information that parent deems significant. Specialist staff may also be asked to review the information.

If the information supplied is considered to be a potential match at CAEA, the family is then contacted and invited to visit the School and discuss the child's needs with the Principal and the Head of School, who will also discuss all the aspects of the School's academic and related programmes. During this discussion, the child may meet with other specialist teachers for an informal assessment; he/she will also spend a few minutes with the Principal and the Head of School after they have completed their discussion with the family.

If there is agreement that the school may be an appropriate placement, the family is subsequently contacted and the child is invited to spend a trial period at the School; this is usually arranged for a period of one to three days, during which CAEA attempts to achieve four objectives: (1) to ensure that our programmes and approaches are germane to the child's needs; (2) to ensure that the child will be able to interact successfully with the children already enrolled at the School; (3) to ensure that the child can work at a sufficiently independent level in order to fully access the programme; and (4) to ensure that the child is sufficiently comfortable at CAEA to the extent that he/she really wishes to attend. In the case of a student who wishes to board, the student will also be assessed in terms of higher suitability, particularly with regard to independence and age-appropriate maturity.

At the end of the trial period, each teacher who worked with the applicant submits a short review of the child's performance to the Principal and to the

Head of School; discussions then take place and if an offer of a place is deemed practical, the Principal so indicates in writing; in the case of a child who is Statemented or has an EHCP, the appropriate LEA is provided with a copy of the offer letter. It is important to note that CAEA uses a rolling admissions policy, that is, we accept children at any time during the academic year.

**Signed:**



**Date: 01/09/17**

**Principal and CEO**

**Dr Rollo**

**Signed:**



**Date: 01/09/17**

**Head of School**

**Mrs Salthouse**