

# ADMISSIONS POLICY

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## **1. Purpose**

1.1 This Policy aims to set out the admission criteria for parents and local authorities.

## **2. Definitions**

2.1 “The Trust” means Jigsaw School, Jigsaw Plus, Jigsaw Trust and Jigsaw Trading 2013 Limited (Café on the Park)

2.2 “Jigsaw School” and “the School” both mean Jigsaw CABAS® School

2.3 “ASD” is an acronym for Autism Spectrum Disorder

2.4 “EHCP” is an acronym for Education, Health and Care Plan

## **3. The Policy**

3.1 Jigsaw CABAS® School is a day school for children diagnosed with an autism spectrum disorder (ASD) and who have moderate to severe learning difficulties.

3.2 The School will be particularly appropriate for children who require a co-ordinated and consistent programme of education.

3.3 It is expected that children who attend the School will have a full Education, Health and Care Plan (EHCP) with ASD as the Primary diagnosis.

## **4. Catchment area**

4.1 Jigsaw CABAS® School currently has a catchment area which includes Surrey, West Sussex, Hampshire, and London Areas. Pupils will be considered for a place providing their anticipated journey is less than one hour for a Primary aged child and one hour 30 minutes for a Secondary aged child.

## **5. Scope**

5.1 Jigsaw CABAS® School aims to meet the needs of pupils with ASD which may be accompanied by moderate, severe or complex learning difficulties and speech and language difficulties using a structured programme of intensive intervention based on the principles of Applied Behaviour Analysis (ABA). The school is open to all pupils with ASD equally subject to:

- Confirmation that the School is capable of meeting their needs following assessment by staff of the School and
- Local Authority or other funding being in place.

5.2 In formulating its Admissions Policy, the School recognises the importance of adherence to the Children and Families Act 2014, General Data Protection Regulations 2018, The Equality Act (2010) the Special Educational Needs and Disability Discrimination Act (2001), The Human Rights Act (1998), The Race Relations Act (1976) and the Sex Discrimination Act (1975).

5.3 The maximum number of pupils attending Jigsaw CABAS® School is determined by Her Majesty’s Inspectors of Schools. All pupils must have an EHCP in line with the Children’s and Families Act (2014) as defined in the SEND Code of Practice. Virtual Open sessions and

onsite Open days are held for parents and professionals at regular intervals that will help them make an informed decision about the best school for their child.

- 5.4 For those parents and Local Authorities that wish to place children at Jigsaw CABAS® School, individual arrangements are made to visit the School.
- 5.5 Placement applications are normally submitted by the child's Local Authority. The Local Authority is expected to make all relevant information relating to the prospective pupil available to the School to enable an informed decision to be taken as to whether the placement would be appropriate. The assessment process further determines whether there is an appropriate peer group available at the School.
- 5.6 The level of need will be established during the application process and visits during which educational, health and safety criteria will be paramount. Parents and Local Authority officers will be kept informed throughout the assessment process.
- 5.7 The Director of Education, CEO and the Governors will make decisions regularly about the number of places that can be offered, depending on operational and financial considerations.
- 5.8 The final outcome of any application for a place at the School will be communicated in writing to parents and Local Authority.
- 5.9 Parents may appeal the decision if their son/daughter is not offered a place:
- 5.10 The appeal process consists of discussion with Director of Education in the first instance. If the parent remains unhappy, the parents may appeal to the Board of Governors who will appoint one of their number to review the decision, the outcome of which may be to uphold the decision or to request that the Director of Education further review the case.
- 5.11 Pupils may enter the School throughout the school year. Pupils usually attend the School on a part time basis for the initial two weeks to allow for further assessments to be completed and to facilitate the transition to the new setting.

## **6. GDPR 2018**

- 6.1 Jigsaw Trust collects and uses personal information (referred to as personal data in the General Data Protection Regulation 2018) about staff, pupils, learners, parents and other individuals who come into contact with the Jigsaw Trust. This information is gathered in order to enable a provision of education, care and other associated functions. In addition, Jigsaw Trust may be required by law to collect, use and share certain information.

## **7. Fees**

- 7.1 Fees are paid by the funding Local Authority in the child's home location where Jigsaw CABAS® School is the named placement on the child's EHCP. The School will consider private pupil placements subject to the above Admissions criteria.

## **8. Measures which have been put in place to support ongoing Admissions into Jigsaw School due to COVID – 19**

- 8.1 Open mornings had to be cancelled and instead, individual TEAMS Virtual Open Morning meetings are being held with parents. Following this a questionnaire is completed by parents and submitted along with the referral paperwork to the Assessment Team.
- 8.2 Some assessments can be conducted virtually via TEAMS with the parents and pupil present; notes are taken during the meeting by the Head of Admissions and distributed to the Assessment Team once completed.
- 8.3 Some assessments can be conducted in the pupil's current school, with appropriate social distancing measures in place, and some pupils can come onsite at Jigsaw School for assessments where required, again with appropriate social distancing measures in place.
- 8.4 The following text is added into offer letters

*We have not specified the start date at this early stage, as we will prioritise these on a first come first served basis, dependent upon funding being agreed formally. We do this as there are likely to be a good number of new starters for the Autumn term 2021, and when there are limited spaces available. We are unable start everyone at the same time, but this year we will be taking into account any restrictions which may still be in place due to the ever-evolving COVID-19 situation. This may impact the number of days that **pupil** can safely attend. If the School is at full capacity, we will operate a waiting list.*

## **9. Policy Review**

- 9.1 This policy will be updated as necessary to reflect best practice and to ensure compliance with any changes or amendments to relevant legislation.
- 9.2 This policy was last reviewed in June 2021

## 10. Version History

No.	Date	Amendment
1.1		
1.3	Sept 2020	Covid addendum added
1.4	Apr 2021	Policy reviewed; only minor edits made.
1.5	June 2021	GDPR added, section 6

## 11. Related Legislation & Guidance

Document	Location
General Data Protection Regulation (GDPR), 2018	<a href="https://gdpr-info.eu">https://gdpr-info.eu</a>

## 12. Related Internal Documentation

Document	Electronic Copy Location
Pupil Induction Checklist	Operations / PAWS / POLICIES / Jigsaw School / Admissions
Entry Criteria and Admissions Procedure	Operations / PAWS / POLICIES / Jigsaw School / Admissions
Initial Assessment Flowchart	Operations / PAWS / POLICIES / Jigsaw School / Admissions
Admissions Summary sheet	Operations / PAWS / POLICIES / Jigsaw School / Admissions
CABAS® Documents	Salesforce
Brochure	Salesforce
Directions	Salesforce
Ofsted Report	Salesforce