



# Admissions Policy

Name of Policy	Admissions
Review Committee	Board of Trustees
Last review date	September 2022
Next review date	September 2023

Each child is admitted to GUST Independent School through:

- A referral from Northumberland County Council.
- A referral directly from a school or other County Authority.
- Tender through NE12 framework.

Pupils may be admitted to GUST Independent School throughout the school year at any time.

We are currently able to take 40 pupils on our school roll.

Before a place is offered at the school, GUST will receive the current EHC plan (if it exists), or detailed information regarding the pupil, and decide whether or not it is able to fully meet the needs of the pupil.

If GUST believes they can fully meet the needs of the pupil:

- The parent/carer and any professional(s) involved are contacted by telephone/email/letter to arrange a visit.
- Staff may visit the pupil at their home prior to visiting the school, if this is requested.
- The Parent Pack is emailed/posted to parents/carers' and professionals, enabling a broad oversight of who we are, where we are and what we can provide.
- On arrival at GUST, the visitor(s) are greeted by the head teacher/deputy head. Discussions take place allowing the visitor(s) and staff an opportunity to ask questions, raise queries and clarify matters arising.
- A tour of the school follows.
- Visitors can meet the staff who will be involved with the pupil.
- Visitors are presented with examples of work, discuss timetables, expectations, e.g. pupil to attend regularly, pupil to be treated with dignity and respect by all staff members.
- The preferred method of communication between school and all parties is agreed.

Following the visit the referring body will inform GUST if the pupil will accept a place at school. GUST will only offer a full-time placement to each pupil (5 days per week), with the exception of a transition plan.