



Applied Educational Solutions

Developing the whole student

Admissions Policy

Applied Educational Solutions (AES) is a private, independent educational provider that provides its students with access to the National Curriculum as well as support with their emotional and social needs. AES was created to support students from Year 3 to Year 9 who have emotional, social and mental health needs (originally referred to as emotional, social and behavioural difficulties). In addition, these students will usually have a learning difficulty and possibly other needs, such as autism and speech, language and communication needs (SLCN).

Most, but not all, of the students admitted to AES will have a Statement of Special Educational Needs (SSEN) (NOTE- SSEN will no longer be issued after September 2014 but will be replaced by an Education, Health and Care Plan- EHCP). Most, but not all, of the students admitted to AES, will have been permanently excluded from their previous school. These students will have AES named on their SSEN, if they have one. However, some students will still be on roll at their original school but will have a fixed term exclusion of 6 days or more and will spend the period of this exclusion at AES.

AES takes the majority of its referrals from the Local Authority, with a small proportion coming directly from a school. The body requesting the placement at AES is the body who will pay the fees. We do not take referrals from parents/carers. In such cases, we would advise the parent/carer to contact the Local Authority to request their child attends AES, assuming this request was appropriate for the child's needs.

There is no set period for admissions as they occur throughout the year.

The referrals process for a child referred by the Local Authority (LA) is as follows-

1. A LA SEN officer contacts the Centre Director –Chris O’Nions to enquire whether AES has the availability and ability to meet the needs of the referred child. The LA SEN officer will forward details of the child, which could include SSEN, annual review paperwork and recent professional’s reports, as part of this initial contact. This will enable Chris O’Nions to make an informed decision as to whether AES could meet the child’s needs as recorded in the paperwork.
2. Chris O’Nions, in consultation with AES staff, will then make a decision regarding whether to accept the referral. This will be communicated to the referring LA SEN officer within 3 days of the referral being made.

3. The LA SEN officer will then contact the parent/carer to inform them that AES can provide a place for their child and to inform them that Chris O’Nions will make contact with them shortly.
4. Chris O’Nions contacts the parents/carers and arranges for them to visit AES at their earliest convenience.
5. Parents/carers visit AES, ideally with their child and meet with the Centre Manager – Tia Flint and other relevant staff to discuss how the provision can meet their child’s needs. At this meeting Tia Flint will provide the parents/carers with an Information Pack containing relevant policies and documentation pertinent to their child’s placement at AES. The paperwork will provide them with contact details for the centre and the Centre Director.
6. If the parent/carer agrees to the placement, they will sign the relevant paperwork – admissions form, medical form to alert us to any allergies/medication needs. A start date will be agreed – usually the following day.
7. Chris O’Nions will then communicate this information to the LA SEN officer who will update their records and, if appropriate, the child’s SSEN. If transport needs to be provided, the LA SEN officer will arrange this with SEN Transport services and let the parents and Chris O’Nions know the details.

The referral process for a child referred directly by a school is almost identical to the process described above with the following differences-

1. For LA SEN officer above, substitute ‘school representative’ who is usually the Special Educational Needs Coordinator- SENCo or Head of Inclusion.
2. The school will inform Chris O’Nions of how long the placement with AES will last e.g. 1 week or 1 month.
3. In some cases the school will provide specific work or adult support for the child.
4. The child remains on roll at the school and is subject to the schools Code of Conduct e.g. in most cases the school will require the student to wear their school uniform whilst at AES.
5. If appropriate, the school will arrange transport for the student and will let the parents and Chris O’Nions know the details of this.

Reviewed: June 2017

To be reviewed June 2018