

# the GREENROOM foundation

## Admissions Policy

The Green Room Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Owners: JN/WCF/KBT/CAS

Date Created	Date 1st Review Due	Date Reviewed	Version	Next Review
March 2014	March 2015	March 2015	2	March 2016
		October 2015	3	October 2016
		October 2016	4	October 2017
		October 2017	5	October 2018
		October 2018	6	October 2019
		November 2019	7	November 2020
		November 2020	8	November 2021
	GRK Review	January 2021		
	GRW Review	January 2021		
	GR6 Review	January 2021		
	Overall Review	January 2021	9	January 2022
	GRK Review	January 2022		
	GRW Review	January 2022		
	GR6 Review	January 2022		
	Overall Review	January 2022	10	January 2023
	GRK Review	January 2023		
	GRW Review	January 2023		
	GR6 Review	January 2023		
	Overall Review	January 2023	11	January 2024
	GRW Review	January 2024		
	GRK Review			
	GRC Review			
	Overall Review	January 2024	12	January 2025

	Overall Review	January 2025	13	January 2026
	Overall Review	January 2026	14	January 2027

**Introduction**

The Green Room Windsor is an Independent Day provision for boys/girls aged 12 to 16 years, our 6th Form (GRC) provision is for boys/girls aged 16-25. The provision has a capacity for 59 students.

The Green Room Kingsley is an Independent Day provision for boys/girls aged 11 to 18, with a capacity of 40. The Green Room Project, Kingsley is a part-time Alternative Provision for students aged 7 to 16. We maintain a flexible capacity to ensure our intake directly aligns with the evolving needs of our students.

**The aims of this policy are:**

- To set selection criteria and procedures that are fair to all applicants. No applicant will be treated less favourably during the application process or during assessment on the grounds of their skin colour, race, ethnic or national origin, gender, gender reassignment, religious faith or belief, sexual orientation, socio-economic group, pregnancy and maternity, disability or special educational needs.
- To identify applicants whose academic and other abilities align with the ethos and standards of the provisions, and whose personal qualities suggest they have the potential to contribute sufficiently to the provisions community and benefit from the opportunities offered.
- To comply with the provisions' obligations under the Equality Act 2010.

**Conditions of Admission**

It is a condition for admission that:-

- All applicants meet the selection criteria for admission
- The applicant is of appropriate age and maturity
- The provision will make all reasonable adjustments, in line with the Equality Act 2010, to meet the needs of applicants with disabilities and/or special educational needs. If, after fully exploring and implementing reasonable adjustments, the provision determines that it is unable to meet a child's needs in a way that ensures their well-being and access to education, this will be communicated clearly to the family along with the reasoning behind the decision.
- Admission to the provisions is at the Head's discretion. However, all admissions decisions will be based on a fair and transparent process, considering the applicant's needs, the provision's capacity to meet those needs with reasonable adjustments, and the applicant's ability to engage with the educational and social environment. Decisions will be made in consultation with relevant provision staff and, where appropriate, external professionals. The reasoning behind any decision to decline an application will be clearly documented and communicated to parents/carers, including any steps taken to explore reasonable adjustments."

## Selection

The selection criteria for entry to the provisions into any year is fair to all applicants and entails:-

- Satisfactory reference from the applicant's current provision/Local Authority (if any)
- An initial interview along with parents/carers with the Head of provision and Designated Safeguarding Lead to ensure the applicant has the potential to contribute and benefit from provision life and educational opportunities offered by the provision.

## Admissions procedure

Students may enter the Lower provision between ages 12-16 (GRW), 11-18 (GRK) and 7 - 16 (GRPK) provided there is a space in the appropriate class/group/session.

Students may enter GRC at age 16 -18

The admissions procedure for new to Green Room students is as follows:

1. After an initial enquiry is made, we request relevant papers and Education Health Care plans from the relevant local authority, and that the Admissions Enquiry Form is completed.
2. Our admissions panel will then review the documents and information gathered from the initial enquiry to determine whether a good 'fit' is likely.
3. We will then invite the potential student, parents/carers, social/case/family workers to meet the Head of provision and DSL and have a tour of the provision. During this admissions meeting both parties can get a feel for whether the placement is likely to work. The focus of the meeting will be the young person's needs, thoughts, ideas and aspirations. Once this meeting has been completed everyone can take a little time to determine whether they think the placement could work.
4. Please note, if the young person is not successful at this stage, an optional therapeutic report can be prepared to provide additional support and assistance to the young person.
5. Please note, at this point some young people need a step by step plan to help them assimilate to provision life and we create this plan based on the students' needs. It is adjusted as time goes on because some young people assimilate on finding the right place for them.
6. If all are in agreement we will suggest taster days so the young person can experience provision and we can establish a clearer understanding of their needs. We will call their current provisions for information on behaviour and associated triggers so we are better prepared.
7. If taster days are a success, The Green Room provision will go back to the relevant council and agree to the placement and they will then (usually) put the proposal to their panel for a decision on the funding.
8. Following council approval a place at one of The Green Room provisions will either be offered (or declined) based on the suitability of the young person.
9. We will then arrange a start date for the young person

10. It is also worth noting that some young people need to take a step back and restart their learning from an earlier year group to the one they would normally be placed in. We work collaboratively with everyone involved to find the right place for that young person. Examples of this are where a young person has missed so much provision in year 10, they need to go back to the beginning of year 10 to ensure they cover the 2 year GCSE courses in order to give them a fair chance at their GCSEs. Another example might be where a student is so anxious that the goal is to get them into provision regularly and then assess their learning gaps and find the best place in the provision for them.
11. Once a start date has been determined the parents/carers will need to arrange transport with the relevant council. This can take 10 days with some councils.
12. We will request a completed referral form from the council, CTF and student files from the young person's previous provision and we will require parents/carers and young people to complete registration forms, create an account on our provision Management System, Arbor and provide consent for activities/trips/medication/etc.
13. Meanwhile we will be working on a bespoke personalised integration plan for the young person to ensure their start with The Green Room is as successful as possible. This may include baseline academic testing or an assessment for our vocational studies. On arrival for their first day, each new Green Room student will receive their necessary resources.

The admissions procedure for Green Room students applying to another provision within the Green Room Foundation is as follows:

1. students will be invited to an admissions meeting and if successful, will be invited to tasters days. If these progress well the student will be offered a place at the provision.
2. Consent for the placement will be requested from the council and, if granted, transition will be arranged.

Please note the Head of provision's decision on admissions is final.

The admissions procedure for Local Authorities, Partnership provisions and Parents/carers to The Green Room Project, Kingsley are as follows:

1. Local Authorities, Partnership provisions and Parents/carer will complete a GRPK Registration Form.
2. If the student fits the admissions criteria, parents/carers and the student will be invited to an admissions meeting and tour of the facilities.
3. If it is agreed that GRPK can successfully meet the needs of the student and has placement available a 'Offer of Placement' will be drafted.

Please note the GRPK Leader's decision on admissions is final.

## Admissions meeting/Integration/Induction Programme for New Students Accepted Early on in the Provision Year

### Admissions Meeting

Prospective students and their parents/carers are invited to meet with the Head of provision and DSL or GRPK Leader. During this meeting initial introductions are made and a discussion around the child's current situation is facilitated. Both child and parents/carers are given a guided-tour of the provision site.

### Integration

If the child is offered a place at The Green Room provision, they will embark on a tailored integration and induction period, which is bespoke and can differ in duration, based on when the child was accepted.

A sample of the types of integration events and activities are detailed below:

- Integration Days (in order to maintain contact, particularly if the admissions meeting was conducted early on in the current provision year)
- Trip (to help create friendships with members of the current cohort)

If it is successfully agreed that GRPK can meet needs and has placements available:

- An 'Offer of Placement' will be drafted
- Following acceptance of the 'Offer of Placement' and receipt of full payment for the commissioned placement, a start date will be agreed and induction/welcome paperwork will be shared with all parties involved.
- Placement will commence and reviews of placement will occur every 6 or 12 weeks (dependent on partnership agreement).

### Induction

All new starters have a tailored induction involving a range of activities which may include coming to provision or on trips. New starters receive their student Handbook which includes: Term Dates, Timetable and Staff Names/Pictures.

## Special Needs and Disabilities

The provisions welcome all applicants, including those with disabilities and/or special educational needs. While some of the provisions' facilities are currently limited in terms of physical accessibility, we are committed to making continuous improvements to ensure inclusivity. We regularly review our Accessibility Plan in line with the Equality Act 2010 to identify and implement enhancements that will better support students with physical and learning needs.

The provisions will do all that is reasonable to comply with the Equality Act 2010 and accommodate the needs of disabled applicants for which, with reasonable adjustments, the provisions can cater adequately.

The provisions will do all that is reasonable to ensure the application procedure (and any information about the provisions) is accessible for disabled applicants and will make such reasonable adjustments as necessary. (See Accessibility Plan)

Local Authorities, Partnership provisions and Parents/carers must inform the provision when submitting a Registration Form, of any special circumstances relating to their child that may affect their child's performance in the admissions process and ability to fully participate in the education provided by the provision.

Parents of disabled children may be invited to a preliminary meeting with the Head to discuss ways in which any disadvantages could be lessened or eliminated from the admissions process and to ensure that the applicant can be adequately catered for should an offer of a place be made.

The provision may request further information, such as a medical certificate or educational psychologist's report, and any associated correspondence from the student's current provision that the provision considers necessary to make a fair assessment.

## Complaints

In the event of any dispute regarding admissions, parents are referred to the Complaints Procedure, which is available upon written request.

This policy is approved by The CEO of The Green Room Foundation and can be made available in larger print or more accessible format if required.

Date

---

CEO

---