ADMISSIONS AND PROCEDURES POLICY

The Courtyard offers a tailored educational and social provision with a holistic approach. We aim to equip our students with the skills and experiences needed to discover and thrive with increased independence in their next stage of life.

ADMISSIONS AND PROCEDURES - POLICY STATEMENT

Approval Committee:	**Full Governing Body**
Author:	**Head of The Courtyard**
Last reviewed:	**October 2026**
Next review date:	**October 2027**
Required to publish on website?	**Yes**
Statutory?	**Yes**

THE COURTYARD ADMISSIONS AND PROCEDURES POLICY

1. INTRODUCTION

1.1 The Courtyard has an agreed admission number of 72 students in Years 9 – 14, for 2027-2028.

1.2 Students must have an Educational Health and Care Plan with identified Autism and / or an identified Speech, Language and Communication Need (SLCN) in order to qualify for placement at the Courtyard.

1.3 The majority of our students have had a mainstream placement whether at primary or secondary level, and undergone a statutory assessment by the Local Authority (LA) for an EHCP. Students are referred to The Courtyard for admission consultations from Secondary mainstream schools or Special schools from Islington AND different Local Authorities where their needs can no longer be met.

1.4 The Headteacher is sent admissions consultation documents for each student by the LA.

1.5 The parents/carers and student are invited to come into the Courtyard for a visit and a meeting with an allocated member of the Senior Leadership Team. All visits take place during the school day, allowing for parents / carers and the student to be able to have a full experience of the school's learning environment.

1.6 Placement offers are dependent on availability of places and whether the student's needs can be met by the school.

1.7 All decisions are made in collaboration with all stakeholders and take into consideration not only the needs of the referred student but the needs of all other students at the school. If all parties are in agreement that the placement is appropriate for the student, arrangements are made by the Courtyard and the LA for an agreed admissions process, funding band and starting date.

1.8 Admissions take place throughout the year, ideally at the start of each new term.

2. NOTES

2.1 If The Courtyard and / or Governing Body are given false information or if historic information is provided at a later date which suggests that the placement is not suitable, the Governing Body reserves the right to withdraw the offer of a place to the student at any time.

2.2 "Parent / carer" refers to any person who has parental responsibility for care of the student.

2.3 If you have any further questions, information can be downloaded from The Courtyard website (https://thecourtyardislington.org) or requested by contacting The Courtyard's Office on 02038596350.

3. ADDITIONAL INFORMATION

3.1 If parents / carers wish to appeal against the Governing Body's decision, details of the appeals procedure can be obtained from The Courtyard's Office.

3.2 **In-Year Admissions**

3.2.1 Applications for In-Year admissions are made in the same way as those made during the normal admissions round. If more applications are received than there are places available, applications will be considered by the Headteacher and members of the Governing Body alongside the local authorities submitting the consultations.

3.2.2 If a place cannot be offered at this time, parents / carers may ask the Courtyard for the reasons and parents will be informed of the right of appeal.

3.2.3 Parents / carers wishing to make an application to the Courtyard must communicate this with their residing Local Authority who will consult with the school on the student's behalf.

4. TRANSITION ARRANGEMENTS

In order to ensure successful transfer of students into The Courtyard community, the school will arrange a programme of transition which involves:

4.1 Deputy Head: Safeguarding/Engagement to meet with the student and their family.

4.2 Deputy Head: Safeguarding/Engagement to visit the previous educational setting.

4.3 Teaching & Learning team to consult paperwork and previous educational setting to ensure the Courtyard has a full picture of need: personal, physical, social and medical, National Curriculum levels and differentiated activities.

4.4 Introduction of weekly visits programme for new students. This will begin with an hour's visit and then extend up to two full days before the official transfer occurs.