

## Admissions Arrangements

To be able to attend Sutton House Academy all new applications and referrals must go through our Local Authority. (Southend City Council) A panel of professionals will decide upon if Sutton House may be a suitable school for the pupil. Once this has been decided a referral will be sent to Sutton House and we will respond to the referral based on the documents provided.

When a pupil is given a place at Sutton House, our SENCo will make contact with the pupil and their families to arrange a tour of the school and to complete all the relevant paperwork to enable the pupil to start with us. We are happy to accommodate professionals from the pupils previous setting or professionals involved with the family to also come along to the school visit. During the tour the pupil and their families will meet with the tutor group leader or classroom teacher for the pupil, they will also receive two sets of uniform from the school office for the pupil.

Once the relevant paperwork is complete from the family, our SENCo will make contact with the pupil's previous school to complete a risk assessment and prepare for the pupil to start with us.

When all the paperwork is in place, we can begin a transition programme for the pupil that meets their needs and will encourage a successful beginning at Sutton House. This can include part time provision, planning meetings and professional's meetings until the pupil is confident to attend school full time.

Here is an example of a transition timetable for a Sutton House pupil, these can change and be adapted to meet the pupils needs.

Monday	12pm-2pm
Tuesday	12pm-2pm
Wednesday	12pm-2pm
Thursday	9am-11am
Friday	9am-11am

Throughout their time at Sutton House, EHCP annual review meetings are held to check on the pupil's progress and to determine if Sutton House is still the correct school for them.

Throughout the school year, staff will make contact with the families of the pupils to check in and update them on the pupil's progress and update targets set for the pupils.

During Year 11, our pupils will meet with a Preparing for Adulthood Careers Advisor from the Local Authority who will help support with careers guidance, college applications, visits, open days and interviews. This is then followed up during their EHCP Annual Review meeting and then the Local Authority will send referrals to schools and colleges to prepare for their next stage of education as they leave Year 11.

If you have any questions about the admissions process or you would like to arrange a tour of the school before you request a placement then please contact:

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