



# Admissions Policy

Name of Policy	Admissions
Review Committee	Board of Trustees
Last review date	September 2025
Next review date	September 2026

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

We **do not** accept direct enquiries from parents or carers.

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 it is able to fully meet the needs of the pupil.

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

- The parent/carer and any professional(s) involved are contacted by telephone/email/letter to arrange an assessment visit to confirm the school can meet the needs of the pupil.
- Staff may visit the pupil at their home prior to visiting the school if this is requested.
- A 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 Headteacher/Assistant Headteacher. 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 pupils.
- Visitors are presented with examples of work and discuss timetables and 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 the school and all parties is agreed upon.

Following the visit, the referring body will inform GUST if the pupil accepts a place at school. GUST will offer a full-time placement pupil (5 days per week), however if we have the appropriate space and resources, we may allow part-time placements for short periods of time.