# Dunedin School Admissions Process

**This document describes the process by which a young person may become enrolled at Dunedin. It should be read in conjunction with our Admissions Policy.**

## Making an Admissions Enquiry

We welcome informal enquiries from families, and often the best way to find out whether we might be a suitable school for a young person is to organise an initial visit.

Initial visits are intended to give families and young people an insight into what we do, how we work, and our environment. This can help families make a more informed decision about whether or not they wish to apply for a place.

The school can be contacted about admissions at any time of the year, and at any stage of the pupil's secondary schooling. However, as per our Admissions Policy, if we have no immediate available spaces, we may take the decision to temporarily suspend or pause the admissions process. We will contact interested families, if they agree, when we are in a position to reopen the admissions process.

## Placing Requests

A place at Dunedin may be self-funded, or families may seek funding from their local authority, by following the authority's own placing request procedures.

## Making a Placing Request to the Local Authority

Each local authority has its own placing request process, and families should make contact with the relevant authority in the first instance to check what this involves.

To progress any placing request, the staff at Dunedin will require families to provide a range of supporting documentation which will help us to understand their young person's strengths, barriers to education and support needs. This might include school reports, minutes of planning meetings and confirmation of medical or learning needs. A full list of the kinds of documents we find useful can be obtained by contacting our administrator.

These documents help staff to make a decision as to whether we might be a suitable learning environment for the young person. If staff agree that we could meet a young person's needs, and that they meet the other requirements for admission (as stated in our Admissions Policy section on who we can help), then we can offer a trial placement.

We strongly recommend that, where at all possible, the young person visits the school prior to a family making a placing request.

If a trial placement is offered, staff at Dunedin will work with the young person and their family to build confidence in attending Dunedin.

Please note, funding **must** be agreed by the local authority before a trial placement can begin. If we have limited spaces available, it might be necessary to place a time restriction on gaining agreement to fund the place by the local authority. We cannot hold an offer of a trial place indefinitely.

**Staff at Dunedin are not involved in local authority discussions and decisions regarding placing requests.**

### Requesting an Independently Funded Place

Families who are not making a placing request to their local authority may seek a self-funded place instead. As above, families are asked to provide the school with relevant information for staff to consider so they can decide whether or not Dunedin might be suitable. If staff agree that we may be a suitable environment, and when a place becomes available, the school administrator will contact the family and request an update, before arranging a trial placement. If the trial placement is successful, the young person will be taken on the roll.

Funding must be in place before a trial placement can begin.

### Offering a Trial Placement

A young person can only come on the roll at Dunedin after they have completed an initial trial placement, which forms part of our admissions process.

The opportunity for a trial at the school will only be offered if there is a vacancy for a permanent place and funding has been agreed.

Staff make a collective decision as to whether we can offer a trial place on the basis of the prior information we receive about a young person's support needs.

The trial period gives staff, the young person and their family time to ensure Dunedin is the right school for them.

The length of a trial period is determined by the needs of the young person, and how quickly they are able to build attendance across subjects. It is also important to gauge how well the prospective pupil will fit into, and embrace, the life of the school.

A key member of staff will be appointed to help support the young person and their family through the trial placement.

Full admission depends on completion of a successful trial period.

### Full Enrolment

At the end of the trial placement, staff make the final decision collectively as to whether the school is able to support the needs of the young person in the longer term. If staff agree we can support their needs, the young person will move seamlessly onto the roll.

If, for any reason, staff feel the trial has not been successful, the key member of staff will meet with the family to discuss the reasons behind this decision.

### Who to Contact

For more information about the school, or to make an enquiry about places or the admission process, please contact the school administrator, either by email or by phone:

**Email: staff@dunedin.edin.sch.uk** **Telephone: 0131 672 2638**