



THLCIC Admissions Policy

Approved by:	Naomi Long Srikrotriam	Date: 1st September 2025
Approved by Governor	Sue Millington	On: 1st October 2025
Last reviewed on:	1st September 2025	
Next review due by:	1st September 2026	

About Treasure House

Treasure House is a not-for-profit independent school and therapeutic community providing an alternative to mainstream settings for young people who, as a result of their circumstances, cannot cope with disruptive or anti-social behaviour. One of the main conditions of acceptance to Treasure House is a willingness to support and be supported by the Treasure House community.

Eligibility Criteria

Young people applying to Treasure House must:

- Be between the ages of 14-19 (Year 9 pupils who are 14 are welcomed)
 - Be unable to cope within a mainstream educational setting
 - Be willing to support and be supported by the other students at Treasure House
 - Have no impulsivity or mood regulation issues that will impact negatively on other students, unless they are able to manage these effectively with minimal support
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Referrals and Funding

Treasure House accepts referrals from:

- Academies and schools
- Local authority education departments, including SEND departments

Many parents contact the school directly, but **funding must be available from the responsible body for a place to be offered**, usually through an Education, Health & Care Plan.

Parents are welcome to call or email us to discuss the suitability of the provision for their child.

Application Process

Step 1: Initial Contact

Contact us to initiate referral by email or phone (020 7732 5327) or email consultation. Someone will call the family to obtain initial details about the young person before progressing to Step 2.

Step 2: School Visit

Visit Treasure House and meet with a member of staff to discuss the young person's needs and whether or not they can be met by the school. This allows the young person and family to see if Treasure House is the right place for them.

Step 3: Formal Referral



Provide the EHCP and supporting documents, complete the risk assessment, providing full and complete details of the young person's difficulties. If referred by a Local

Authority SEND department, send consultation documents to contactus@treasurehouselondon.org, copying to simone@treasurehouselondon.org

A school visit may also take place after this step.

Step 4: Staff Consultation

It is vital that Treasure House can meet the needs of the young person being referred without negatively impacting other students. Relevant staff are consulted in anticipation of any necessary accommodations.

Step 5: Formal Offer

If a place is available and both parties agree, the place will be formally offered subject to:

- Appropriate records being forwarded to the school
- Any further risks identified being considered

Step 6: Service Level Agreement or Panel decision.

Placements are offered based on the agreement to our service level agreement (schools) which must be signed and returned before the placement commences. We will offer a place formally after consultation and a decision will be made by local authority representatives as to whether to agree placement under existing commissioning arrangements.

Step 7: Induction



The young person will attend the school for an induction before taking up their place.

Safeguarding and Inclusion

Treasure House is committed to inclusion and ensures that the school has an established culture in which staff understand the range of barriers that pupils may face to their learning and/or well-being. We quickly and accurately identify pupils facing these barriers and ensure pupils receive effective support.

Our child protection policy includes procedures to minimise the risk of child-on-child abuse, with systems in place that are well promoted, easily understood and easily accessible for children to confidently report abuse. We maintain a zero-tolerance approach to abuse, and it will never be passed off as "banter" or "part of growing up". We recognise that some groups of children are potentially at greater risk of harm than others. Children may need additional support due to safeguarding or welfare needs, and we work closely with local authorities and other agencies to ensure the safety and well-being of all our pupils.

Ethos and Stakeholder Consultation

Treasure House is committed to establishing a culture in which staff, pupils and parents feel comfortable raising and discussing concerns that relate to safeguarding pupils, and feel confident that appropriate action will be taken when necessary.

We work closely with parents, taking their views into account and making best use of their knowledge of their children. We ensure that any alternative provision is suitable and safe, and decisions to place pupils in it are made in pupils' best interests.



Contact Information

If you have any questions or would like more information, please contact us:

- **Phone:** 020 7732 5327
 - **Email:** contactus@treasurehouselondon.org
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Data Protection

All data collected through the referral process is handled in accordance with our Data Protection Policy and the Data Protection Act 2018.