



## Admissions Policy

Policy no	Version	Date	Review frequency	Next review date	Policy owner
P (OP 9 )	3	March 2018	Annually	March 2019	L.Graham/ S.Davies

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Name	L. Graham/S.Davies	Signature	
Designation	Registered Person/ Head of Care	Date	March 2016

## **Admissions Policy**

Our Place provides specialised services for children with learning difficulties and challenging behaviour. The school is registered as a Children's Home and School with Ofsted and approved for 8 children aged between under 19. The home provides for 52 week care with term time education.

### **2. Admissions Process**

- Initial contact with the Responsible Person or Registered Manager is made by parents or carers, Education Authorities, Social Services or Health Service personnel. Our Place will request basic information about the child and, at this point, information about the school will be provided.
- If the initial information received by the school indicates that the child is within the registration category for Our Place, then a copy of the Statement of Special Education need and other relevant current documentation will be requested. Information may include current assessment undertaken by Social Services, Psychology, Speech and Language, Medical, as well as Education reports.
- Once the information has been received it will be considered by the Responsible Person, Registered Manager and Home Coordinator in relation to the availability of places. Our Place will endeavour to maintain a balance of age, gender and skills within the pupil population and all new admissions need to be appropriate to the vacancy in relation to the needs of the children already in residence.
- If the applicant is deemed by the SMT to be appropriate for placement, based on the information received, the child's representatives will be invited to visit the school. If appropriate the child may also visit.
- Following this visit, if Our Place is considered a suitable placement and an official request to place is received, Our Place will arrange to send two representatives from the school to visit the child in their own setting. This may be within education, home or residential placement. This assessment visit will identify that the initial information received is still current and establish the appropriate level of funding. The school makes no charge for this assessment visit.
- When these stages have been accomplished, the suitability and availability of placement has been established and the funding issues resolved, Our Place will make an official placement offer to the lead agency requesting placement. At this point Worcestershire PCT will be informed and invited to contribute to a continuing care plan with the placing Health Authority.
- Once an offer of placement is made and accepted, parents and carers will be kept in close contact. Parents and Carers will receive newsletters and be invited to social and training functions as they arise.
- When a date for admission is agreed an induction programme is created as appropriate to the child's needs and situation. Visits by the child and relevant adults are encouraged and information is exchanged in the form of a pre-admission questionnaire relating to the skills, likes, dislikes and individual features of the pupil. If appropriate, staff from Our Place will meet with the child and their carers in their current setting. It may be possible for current

children to send photographs to the new child and videos can be exchanged.

- The child and their parents and carers will be issued with a Statement of Purpose for the school and residents handbook.
- A key worker from the residential unit will be allocated prior to admission to collate relevant information and organize the child's bedroom and any special requirements they may have on admission. The information gained from the assessment visit and from contact by Our Place staff with the child will form the basis for the child's placement plan within their file. Children are encouraged to bring toys, blankets and favourite items from home to help them with settling in.

### **3. Following Placement**

- Placements are monitored by the placing Authority and a 72 hours meeting is required after the date of placement. A review of the placement is held within the first six weeks and then at three months, under the Looked After System. At this point, if the parents or placing authority consider that the child's needs are not going to be suitably met by the provision of Our Place the child may be withdrawn without penalty provided that the school is given seven days written notice within the first four month period.
- If Our Place finds that prior information regarding the child was inaccurate or incomplete, then the school can terminate the agreement giving similar notice.
- The three month Review, to which all interested parties are invited, will provide an initial assessment for the child's skills and make recommendations with targets identified. Thereafter, Reviews are held twice a year, one review being identified as the Annual Review of the Statement. Review documentation is presented in advance in line with the recommendation of the Code of practice for Special Educational Needs, 2013.

### **4. Internal Admissions Procedure**

- The Responsible Person, Registered Manager and the child's current carers will draw up an admissions induction timetable detailing visits and contact.
- The SMT will allocate a key worker to co-ordinate the process.
- The school will complete, with family and carers, a questionnaire providing information that will ease the child's transition. The Registered Manager will produce and circulate an "Essential Information" page for circulation to all departments within the school.
- The Registered Manager and key worker will draw up an action plan detailing all actions necessary prior to admission to include medical and continence needs as identified.
- On admission the parents/ carers will be provided with information relating to the staffing structure, the relevant telephone numbers, contact arrangements and the school term dates. If not already provided, copies of the Statement of Purpose, Complaints Procedure, Child Protection and Behaviour Management documents are made available.
- Each new child will be registered with the doctor and have a simple medical in the first week of occupancy.
- All authorities using the Looked After Children (EHC documentation will complete this with the Responsible Person or Registered Manager.

## 5. Admissions Information

The personal information listed will include: Parental details, contact information and arrangements, Placing Authority contact details, Medical and Special Needs for all children in residence. This will be located on a single page that can be accessed only by the Senior Management Team, Administration Assistant, Team Coordinators and Key Workers.

## 6. Emergency Admissions

Under the 295 day rule Our Place would be unable to take a child as an emergency admission unless a bedroom is vacant and the school's register is not full.

If, however, a bedroom is vacant we would consider an emergency placement depending on a decision taken by two of the Senior Management Team to that effect.

Where Our Place takes in a child under an emergency admission, risk assessments for the incoming child and those already living at Our Place need to be re assessed in light of the new child's known behaviours.

At least one member of the Senior Management Team will have been involved in the admission and a risk assessment for the newly admitted child needs to be drawn up and the information passed to all staff on site prior to the Senior Manager leaving the site.

It may well be advisable for the Senior Manager to call on bank/relief staff to increase the staffing ratio by at least two members of staff for the first two shifts of the new admissions stay dependent on the reasons for the emergency placement.

A review must be initiated within 72 hours of admission of the child, to consider whether the child admitted should remain at the home or whether they would be better suited elsewhere.

### Essential Information to be collected:

- Emergency contact details
- Placing Authority Contact details
- Family information - especially any LAC or Court information
- LAC Care Plan/Pathway and Risk Assessments
- Medication and any protocols
- Health care plan and needs
- Support needs
- Emotional state
- Any known behavioural needs - calming methods, communication methods