

<b>Local Procedure Title</b>	<b>Admissions</b>
<b>Service</b>	<b>Aspris Talocher School</b>
<b>ACS Policy number and title</b>	<b>ACS 11 Admissions</b>
<b>Local Procedure template reference</b>	<b>ACS LP 11</b>
<b>Local Procedure date</b>	13/06/2023
<b>Local Procedure review date</b>	12/06/2024
<b>Local Procedure Author(s)</b>	Robert Coles
<b>Local Procedure Ratification</b>	Checked and Approved by: Claire Imber

**1. Aim**

The aim of this local procedure is to ensure that Aspris Talocher School are able to admit pupils based on being able to meet needs and match with other pupils already in the service. This is achieved through effective information gathering, placement matching and preparing staff to support the needs of the pupils.

**2. Admissions Process**

Referral is made through the Referrals Team consisting of the Business Manager, ALNCo, DSP and TWIST Lead. This is then screened and if deemed to be appropriate within the remit of Aspris Talocher School then the referral and all supporting documentation is passed to the Acting Executive Head Teacher and their supporting SLT. This will be completed within 24 hrs of initial referral.

The schools SLT, led by the Acting Executive Head Teacher will establish whether an Expression of Interest (EOI) is to be sent out based on initial thoughts of being able to meet needs and match. If an EOI is sent out, the SLT will await further/unredacted information in full usually consisting of Statement/IDP/EHCP as well as other supporting information inclusive of any therapeutic assessments/reports.

School will look to arrange either a visit in situ and/or host a tour to school site for the prospective learner and relevant stakeholders. This usually takes place with a member of the SLT including ALNCo and TWIST Lead.

If the visit along with additional supporting documents is appropriate then the school will look to send out a Formal Offer and draw up an Individual Placement Agreement (IPA) which will include the baseline fee, plus any additional funding requests for provision such as enhanced staff to pupil ratio, need for external provisions and any therapeutic requirements.

If the school feel they are unable to meet needs and or match with the current cohort of pupils, then no formal offer will be sent out and the Local Authority placing team will be informed of the decision and the reasons as to why needs cannot be met, or learner matched.

Ultimately, our intention and moral imperative is to ensure that young people are placed in a provision that best meets their needs.

**3. Responsibilities**

The SLT including the ALNCo is responsible for ensuring that there is sufficient information provided by the placing authority before or at the point of admission to ensure a safe and effective admission.

There are a number of forms that need completing and the responsibilities for these form completions lie with different people.

The Business Manager will make sure the Admissions Information Disclaimer is completed and signed for by the relevant placing authority representative and/or for private referrals, the stakeholder with parental responsibility.

The Business Manager, ALNCo, TWIST Lead will make sure that the Admissions Information Checklist is completed with relevant information based on Personal, Education and Therapy, Health, Legal and Consent information.

The ALNCo and Transitions Officer will complete the Admissions Pen Portrait: getting to know me document.

The Business Manager, SLT and TWIST Lead will make sure that all information is gathered to complete the Personal Development and Support Needs: Admissions Plan and a bulk of this information will be gathered either during a visit in situ and/or a visit by the prospective learner to site.

#### **4. Admissions Information**

Every admission must be recorded immediately in the Admissions Register which is a bound book held by the Business Manager. There is also an electronic copy of this register which will be completed at the same time.

Every admission must also be added to all relevant electronic systems which the site is routinely expected to use (examples of this will be Sleuth, Engage and Class Dojo).

#### **5. Readiness for Admission**

Before any admission takes place the Acting Executive Head Teacher and their Operations Director must complete ACS Form 11H Authorisation for Admission. This confirms that all necessary documentation is complete, and that all required training has been fully completed, and that any required resources are in place prior to the admission taking place. Admissions cannot be authorised where training and/or resources or reasonable adjustments are outstanding. This form will be filled in prior to admission taking place.

#### **6. Welcome and Familiarisation Processes**

Forms will be reviewed by the Key Tutor over the first 12 weeks to ensure that the information is updated and if there is any need for significant changes. For most new starters, there may be a small introductory set of sessions which can incorporate baseline assessments as well as getting to know you and site familiarisation.

#### **7. Individual Risk Assessment and Risk Management Plan**

As a Learner begins their transition into school, relevant staff will complete the Individual Risk Assessment and Risk Management Plan. This will initially begin with information provided within referral documents including the learners statement/IDP/EHCP and over the assessment period (12 weeks) this will be reviewed and updated. This will ultimately be a live document that can be updated as and when required and will also be used to complete the individuals 1 page PBS plan.

#### **8. Individual Development Plan**

Each Learner will have an Individual Development Plan put in place which is drawn from long term outcomes on Statements/IDP's/EHCP's. The outcomes are then broken down in to short term targets within the IDP and these will be reviewed on a half termly basis and are reviewed with parents and carers on a termly basis during IDP days.

#### **9. Monitoring Arrangements**

It is the responsibility of the Head Teacher and the Operations Director to ensure the suitability and effectiveness of the Admissions process.

#### **10. Documentation completion, access and storage**

All documentation from the start of the referral process will take into account good practice guidelines to ensure that only relevant documentation is held and stored safely and/or disposed of correctly.

**Children's Services: Local Procedure Template**

<b>Contents Checklist (Local Sites may add additional items – this is a core list)</b>			
Aim	X	Individual Risk Assessment and Risk Management Plan	X
Admissions Process	X	Individual Development Plan	X
Responsibilities	X	Monitoring arrangements	X
Admissions Information	X	Documentation completion, access, and storage	X
Readiness for Admission	X		
Welcome and familiarisation processes	X		

**Local Procedure Review History:**

<b>Date Reviewed</b>	<b>Reviewer</b>	<b>Summary of revisions</b>