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| Local Procedure Title | Admissions |
| Service | Aspris Talocher School |
| ACS Policy number and title | ACS 11 Admissions |
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| Local Procedure Author(s) | Neil Payne |
| Local Procedure Ratification | Checked and Approved by: Scott Preston |

1. Aim

The aim of this local procedure is to ensure that Aspris Talocher School can 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 regional referral coordinator, who then forwards appropriate referrals onto the ALNco, DHT and HT for screening. A joint decision will then be made to determine if Talocher School is able to meet needs based on the available information and whether to pursue an Expression of Interest (EOI).

The referrals coordinator will then send out an EOI to the referring LA and request additional information if required, such as: risk assessments, previous school reports, EP reports, therapeutic intervention reports, academic reports and data, and reports from multi agency meetings (list not exhaustive).

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 the Referral Coordinator and ALNco.

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 several forms that need completing and the responsibilities for these form completions lie with different people.

The Referrals Coordinator will ensure 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 Referrals Coordinator and ALNCo will ensure that the Admissions Information Checklist is completed with relevant information based on Personal, Education and Therapy, Health, Legal and Consent information.

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

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 Engage and Class Dojo).

5. Readiness for Admission

Before any admission takes place the 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

Children's Services: Local Procedure Template

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 ALNco 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.

| Contents Checklist (Local Sites may add additional items – this is a core list) | | | |
|---------------------------------------------------------------------------------|---|-----------------------------------------------------|---|
| 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:

| Date Reviewed | Reviewer | Summary of revisions |
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