Local Procedure Title	Admissions
Site	Sedgemoor Manor school
ECS Policy number and title	ACS 11 Admissions
Local Procedure template reference	ACS LP 11
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Local Procedure Author(s)	Sarah Ralph
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Aims
Each child or young person admitted to an Aspris Children's Service should receive care and education appropriate to the needs and aims of their placement through ensuring: (a) Effective information gathering prior to placement (b) Effective placement matching (c) Effective preparation of colleagues to ensure needs are met.

1.   Admission process
Referral is made through the Referrals co-ordinator and screened. If deemed to be appropriate within the remit of Sedgemoor Manor School, then the referral and all supporting documentation is passed to the Headteacher and their supporting SLT. This will be completed within 24 hrs of initial referral. The schools SLT, led by the Headteacher, will complete a Referral and Admission Record to indicate whether needs could potentially be met at the school and the assessment process can be initiated. This discussion is held every Thursday morning with the Referrals co-ordinator, Head Teacher and Deputy Head and a decision will be made to proceed to assessment 1 stage. The schools Referral co-ordinator will create a Referral and Admission Record for each referral that meets the criteria for assessment. This will be completed for each subsequent stage of the assessment, and will either be at the point of: Decline, Place Offered. **Paperwork Review** – This is the initial decision to agree to further assessment from review of documentation as indicated in the Referral and Admission Record. If this decision is made, the Site Referrals Coordinator will request/ensure the presence of: EHCP, Ed. Psych Reports, OT Reports, SALT Reports, KS1/KS2 and current Data, Feedback/Contact details for previous educational establishment. This documentation should be requested within 48hrs of the decision being made at pre-screening for the assessment process to continue. This documentation (where it exists) needs to be received before a final decision on placement can be made. **Assessment 1** – External Visit – The Site Referrals Coordinator will arrange an 'Assessment' visit to current placement. This will take place with a member of SLT of the school or the Transition and Family Liaison Officer where appropriate. The meeting will allow the young person and school staff to discuss and carry out observations. **Assessment 2** – Internal Visit - Pupil to visit the site supported by staff and or parents. The Referral and Admission Record clearly sets out specific observations and lines of questioning for the assessor of each visit to consider as part of the assessment. This will form part of the decision making process. The assessor will complete this section of the young persons Referral and Admission Record and will discuss the assessment visit with the rest of the schools SLT to decide on whether a place should be offered. Any Offer of placement will expire 4 weeks from date of offer. **Tribunal** - Some places require evidence to be given at an Educational Tribunal Court. This evidence will be presented by the assessor leading the case and attendance can only occur during term time and with a suitable amount of notice being given. Requests must be made by legal teams by email and a full court bundle sent to the assessor at least 2 weeks prior to the Tribunal court occurring.

Unsuccessful referrals - An audit trail will be maintained by the Referrals Coordinator of all unsuccessful referrals. Details of this log will include service user's demographic details and reason for not admitting to our services.

The **Referral and Admission Record** will provide the Site Referrals Coordinator with more detailed information from the schools SLT as to why placement was not offered.

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

2. Responsibilities

The service leader 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. A written disclaimer is to be signed by a representative of the placing authority to confirm that all known relevant information has been shared with the provision accepting the admission (**ACS Form: 11B**). The Admissions team will send the form to the placing authority along with the IPA.

Where there is a reasonable belief that insufficient or inaccurate admission has been supplied, an admission may be delayed in consultation with the Operations Director.

The service leader is responsible for checking the Admissions Risk Assessment and Pen Portrait (**ACS Form: 11C**). and Admissions support needs profile of the new admission against the relevant Risk Assessments.

The admission team are responsible for liaising with the placing authority

The transitions lead is responsible for liaising with parents and recording information from them on forms A**CS Form 11C, ACS Form 11G, ACS Form 13B**

3. Health & Medical

Medical information and details of General Practitioner are required at the time of admission. This is provided on the parent forms. If this is not available, admission may be delayed until this information is available in order to ensure the safety and wellbeing of the child/young person.

Where a child or young person has a specific medical condition for which colleagues will require additional training, skills, and knowledge in order to safely care for the child or young person, this training **must be completed prior to the admission** taking place.

4. Admissions information

Every admission must be recorded immediately in the **Admissions Register**.
Every admission must also be added to all relevant **electronic recording systems** which the service is routinely expected to use (companies MIS system)

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. The forms will be filled in at the transitions meeting once all paper work is completed by the Transitions and Family Liaison Officer.

6.	Welcome and familiarisation processes

All new admissions will require **ACS Form: 11C** filled in by the Transitions and Family Liaison Officer in conjunction with parents on the initial transition meeting
Forms will be reviewed by class teacher and tutor at the six week review and then annually, or in the event of significant changes.

7.	Assessment of Support Needs

ACS Form: 11G – local amended version will be filled out on the initial transition meeting by Transitions and Family Liaison Officer
Forms will be reviewed by class teacher and tutor at the six week review and then annually, or in the event of significant changes.

8.	Individual Risk Assessment

ACS Form: 13B will be completed by the Transitions and Family Liaison Officer during the initial admission/transition process. If **ACS Form: 13B** has identified the risk running away then a further form **ACS Form: 6** will need to be completed.
Forms will be reviewed by class teacher and tutor at the six week review and then annually, or in the event of significant changes.

9.	Monitoring arrangements

Regional Operations Directors and Head Teacher are responsible through the processes outlined in the Governance Policy (ACS 16) for monitoring the effectiveness of admissions and compliance with admissions procedures.

In addition to Operational monitoring, for children's homes Regulation 44 (England) 32 (Wales) assesses compliance with admissions procedures.

Local Procedure Review History:

Date Reviewed	Reviewer	Summary of revisions