

<b>Local Procedure Title</b>	<b>Admissions</b>
<b>Service</b>	<b>Woodview 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>	02/09/2024
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<b>Local Procedure Author(s)</b>	Angela Abbott
<b>Local Procedure Ratification</b>	Checked and Approved by: Nicola Craig

<b>1. INTRODUCTION</b>
As ACS 11
<b>2. AIMS</b>
As ACS 11
<b>3. PARAMETERS</b>
As ACS 11 Woodview School do not accept emergency placements.
<b>4. RESPONSIBILITIES</b>
<p>The Head Teacher will ensure, with the support of the Referrals Administrator, that the Local Authority provides sufficient information before admission for the Head teacher to make an informed decision on the suitability of the placement. This will be evidenced on the Referral Log form and held on the students' files.</p> <p>Woodview School does not require ASC Form 11b to be signed by the Local Authority. The receipt of the ISO Contract or NASS contract will replace this.</p> <p>ACS Form 13D is held on site; the Admissions Impact Risk Assessment (ACS Form 13a) will take this into account.</p>
<b>5. HEALTH AND MEDICAL</b>
As ACS 11
<b>6. EDUCATION PROVISION</b>
As ACS 11
<b>7. TRANSFER OF BAIL/TAG/CURFEW CONDITIONS</b>
As ACS 11
<b>8. INTERNATIONAL STUDENTS</b>
As ACS 11
<b>9. COMMUNICATING: CHILDREN'S HOMES</b>
N/A
<b>10. RECORDING ADMISSIONS</b>
As ACS 11
<b>11. PROCESSES</b>

As ACS 11

**12. DOCUMENTATION**

On admission, Aspris notifications will be completed as necessary – Occupancy, Finance, Placement Register, Engage, CME.

Woodview School documentation will be completed – attendance register, photographic permissions, transition timetable (if required).

Each young person will have a minimum of a –  
EHCP

One Page Profile

Individual Risk Assessment

IEP

Positive Behaviour Support Plan

If necessary, a Personal Emergency Escape Plan will be put in place.

Woodview School's Registration Pack contains forms for parents/carers to complete with medical histories, consent forms, emergency contacts, etc.

**13. MONITORING**

As ACS 11

**Contents Checklist**

Responsibilities	Head teacher has ultimate responsibility	Health arrangements	Reg. Pack - SS
Admissions Impact Risk Assessment	ACS Form 13A – H/T.	Induction and integration processes	SLT/SS
Admissions information	SS	Monitoring arrangements	LA/SS
Documentation completion, access and storage	SS		

**Local Procedure Review History:**

Date Reviewed	Reviewer	Summary of revisions