



Want2Achieve

ADMISSIONS POLICY

September 2022

Introduction

Before admitting a young person to our school, the following must be taken into consideration:

- That the school meets the needs of the young person; and
- that the school does not create a potential for significant harm to the young person or another young person or a member of staff which cannot be reasonable be managed by the school.

It is best practice if all admissions are planned and the young person has the opportunity to visit the school prior to admission to meet staff and other young people. The aim, with any admission, must be to inform the young person about the school, its ethos and the expectations of the school.

It should be recognised that the young person may be hesitant at best about the school and that because of this they may well not take in all the information given – to this end, further information will need to be offered at a later date.

Referrals

Young people may be referred to our school at any time during the academic year in one of two ways:-

- Via Want2achieve
- Via a Local Authority

As much information as possible will be sought at the point of referral to inform assessment as to whether the referral is appropriate and as to whether the school is able to meet the needs of the young person.

Information sought should include:

- Young person's name.
- Age and date of birth.
- Gender.
- Ethnic background, cultural needs, religious needs/persuasion.
- Health needs & history.
- Educational history, needs, current provision, support received & required including whether there is a statement of special educational needs proposed educational plan.
- Risk issues, level of supervision required, establish if any history of self harm/suicide, history of volatile and aggressive behaviour, child protection issues, risks presented by third parties.
- Expectations and requirements sought by the placing authority to meet the young person's needs.
- The name, address and telephone number of the young person's case accountable social worker (if applicable).
- The young person's legal status.
- The young person's and their family's social history.
- Any special issues e.g., restriction of contact, child protection.
- Criminal history (if any) and whether any existing criminal proceedings are outstanding.

The information provided will assist the Headteacher in their assessment as to whether a school placement is viable and appropriate. The Headteacher will consider whether the school has sufficient staffing in terms of number and experience to manage such admission both in terms of the individual young person's needs and respect of the potential impact that the admission may have on existing group dynamics.

Should a referral be accepted for admission, the school will notify the company's finance department as soon as practically possible in order that the appropriate contract arrangements can be administered with the relevant placing authority.

Admission

The young person's details need to be entered into the admissions register and accompanying information filed.

The young person will be shown around the school and introduced to the staff and other young people. An individual timetable will be discussed, taking into account of the young person's age, aptitude and ability. Initial assessments will be carried out within the first two weeks from admission and a copy of the results will be sent to the placing authority. First impressions count and the admission of the young person into our school is one of the key elements in determining the success of the school placements.

Rewards and Consequences

Young people are expected to behave in a responsible way whilst in school. Throughout our educational provision staff reward good behaviour and positive actions rather than punishing bad behaviour. Consequences may be applied in certain circumstances and some reparation may be required towards the cost of repairing damage.

Discharges

Where possible we intend for young people to be discharged in a planned and purposeful way. This may be to a mainstream school, college, or other educational establishment. The move should, wherever possible, be promoted as positive, progressive and in the young person's best interest.

Any relevant documentation will be forwarded to the new establishment.

	Date
Agreed	September '20 – Reviewed S.Murphy
To be reviewed	April 2023
To be reviewed	August '23