



Resicare Alliance

## Admission Policy

## Document Control

Initial purpose and scope of the new policy/procedure agreed by:	Resicare Alliance Ltd
Technical review carried out:	SMT
Final quality check carried out:	Chris Brown
Date implemented:	01.03.25
Version Number:	1
Date of the next review:	01.03.26
Department responsible:	Education
Job Title of Lead Person:	Chris Brown (Head of Education)

## In response to

- The Education Act 2002
- School Admissions Code (December 2014, updated September 2015)
- The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012
- Prevent Duty Guidance – Published 2015, Updated May 2021
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges, July 2015, last update July 2023
- The School Information (England) Regulation 2008
- The School Admissions (England) Regulations 2012
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## Aims

The aim of this policy is to provide clear and coherent guidance about the ways in which Ladybird Manor processes referrals and manages admissions procedures. Whilst every effort has been made to ensure this policy is comprehensive, we will review it annually to ensure it reflects any previously overlooked aspects and is current, compliant and relative to the needs of our teams and pupils.

## Expectations

Ensure the school is able to meet the varying needs of pupils whether they do or do not hold an EHCP. If the referred pupil is in receipt of an EHCP the school will ensure any amendments, specialist training, sharing of communication and alterations to the immediate environment will be adhered to

Ensure that each individual referral is dealt with efficiently and within the required timescale

(15 day consultation period from receipt of referral)

Ensure we follow a structured and supportive admission and induction procedure for new children and young people (*see Appendix 1*)

To ensure the future destination of all pupils is verified as correct. Within our admissions documents we will ensure evidence of all relevant personal information as listed in the ISS, and inform the local authority in a timely manner

## Roles and responsibilities

At Ladybird Manor School, we adhere to Resicare Alliance's referral and admissions protocols. This includes:

Ensuring that all referrals are handled in a timely and professional manner of 15 days consultation period from receipt of referral. The process for referral handling is:

- The Local Authority makes a referral to the school admissions team. The referral should include a young person's Education, Health and Care Plan and other relevant reports. If it doesn't, this will impact on the 15 day consultation period
- The team will complete a desktop assessment and produce a 'front page' review of the documents to establish if they feel the school can meet the child or young person's needs
- The Headteacher or FLO will contact the local authority and parents/carers to invite the child or young person to visit the school or arrange a home/setting visit as appropriate. During the school visits the child or young person will have a tour of the school and meet relevant members of staff as appropriate
- When school feel they are able to meet need, an offer may be made pending a visit and agreed start date. This is sent to the relevant Local Authority
- Upon acceptance of the placement by the Local Authority. Transition details and start date will then be confirmed, including timescales for review and feedback

As part of the process, we will:

- Ensure that the special educational needs outlined in the child/young person's Education, Health and Care Plan or other records can be met within the resources of the individual setting, or with the provision of additional resources.
- Ensure that any additional required resources can reasonably be provided.
- Ensure that pre-admission school and/or home visits are carried out effectively.
- Ensure that post-admission placement meetings are informed by up to date detailed assessment and information.
- Ensure that a post-admission review takes place termly, unless otherwise stated in the transition plan
- Ensure that an individual risk assessment is conducted (where possible) prior to admission, or upon admission in consultation with previous staff if appropriate. This will be evaluated as part of the post-admission review and regularly thereafter in partnership with parent(s)/carer(s)
- Have in place a systematic approach for keeping admission records, in line with current legislation.
- Ensure that all relevant documentation (contracts, permissions etc.) have been signed by the appropriate Local Authority personnel/parent/guardian **prior** to admission of the child or young person.
- Ensure in admitting a child/young person that prior to the end of the post-admission period (usually up to 12 weeks) they have identified and completed:
  - Contractual arrangements between the school and the placing Authority through completed National Schools Contracts and funding agreement letter
  - Baseline information and assessment details which will be shared with all stakeholders in advance of post-admission review
  - Information stating what needs to be in place before a new child/young person can be admitted
  - An induction process for a new child/young person
  - A system that identifies the resources and expertise required to meet the child/young person's individual needs

## Admissions Register

The school keeps an admission register which contains an index in alphabetical order of all the pupils at the school and the following information about each pupil:

- name in full
- gender
- the name and address of every person known to the school to be a parent of the pupil and, against the entry on the register of the particulars of any parent with whom the pupil normally resides, an indication of that fact and an emergency telephone number
- day, month and year of birth
- day, month and year of admission or re-admission to the school
- name and address of the school last attended, if any
- leave date (where applicable)
- leaving destination (where applicable)
- that when a leaving pupil's destination is given as another school, the school has verified this new school as a legally registered provider

We will ensure that where the leaving pupil's educational destination is unknown, or is not given as a legally registered school, this is reported to the Local Authority in a timely manner.

The admission register will be kept on the school database and updated as required.

## Additional information

We will inform the relevant local authority of any pupil who is going to be deleted from the admission register where they:

- have been taken out of school by their parents and are being educated outside the school system e.g. home education
- have ceased to attend school
- have been certified by medical personnel as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age
- are in custody for a period of more than four months due to a final court order and the proprietor does not reasonably believe they will be returning to the school at the end of that period
- have been permanently excluded

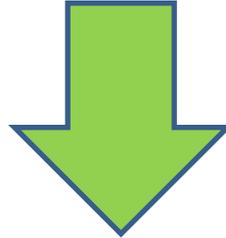
The local authority will be notified when school is to delete a pupil from its register under the above circumstances. This will be done as soon as the grounds for deletion are met, but no later than deleting the pupil's name from the register.

We recognise it is essential that our schools comply with this duty, so that local authorities can, as part of their duty to identify children of compulsory school age who are missing education, follow up with any child who might be in danger of not receiving an education and who might be at risk of abuse or neglect.

## Appendix 1

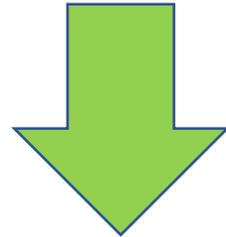
### Transition Process

Pupils to meet relevant staff, teachers/TA.  
Parents/Carers to complete relevant paperwork



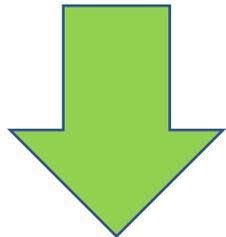
#### **Week 1**

Pupils will begin a transition process with view to attend 9am-12pm Monday-Friday



#### **Week 2**

Pupils to attend 9am-1.30pm (accessing lunch time) Monday-Friday



#### **Week 3**

Pupils to attend full days 8.45am-3.15pm

Extended or reduced settles may be needed for pupils; this will be decided on an individual basis. During the settle period please be mindful that if a child becomes too distressed and it is in the best interest of the child, we may call parent(s)/carer(s) to collect the child before the session ends.

