



# Admissions and Reception of Children & Young People Policy

Updated: January 2022

This document relates to Article 28 (*Every child has the right to an education*) of the UN Convention on the Rights of the Child.  
*This organisation is committed to safeguarding and promoting the welfare of children and young people*



## Orbis Education & Care

### Subject: Admissions and Reception of Children & Young people Policy

#### Policy

Orbis Education and Care consists of Independent Special Schools and specialist residential Children's Homes that provide care and on-site education for children/young people with autistic spectrum condition (ASC) or associated disabilities aged 5 to 19 years. In some cases younger children may be considered who would benefit from an earlier move to our specialist environment. We do not cater for emergency admissions.

#### Admission Criteria

- Children and young people must usually have a statement of SEN/EHCP containing a diagnosis of ASC or with a need associated with Autism.
- Children/young people have a need for a specialist ASC provision.
- They cannot be catered for within their own LA.
- Their parents have a preference for a specialist school and/or residential placement.
- All paperwork relevant to the child/young person, including the placement plan, previous IEP, care plan, therapist reports etc.
- The Orbis Education and Care referral form must be available for review by the Senior Management Team before an assessment can be considered.

#### Referral process

Referrals will be accepted from Local Authorities, directly from social services departments, or regulated frameworks for which we are members of.

An assessment form will be sent to the Placing Authority for completion, containing the reason for the referral and other relevant information that our schools required to make an informed decision of suitability of the placement. Other up to date copies of the child's/young person's Statement of Educational Needs, recent reports/reviews from current school, residential/respite placement plans and any other reports that give an up to date picture of the child/young person will be required prior, e.g. Educational Psychologist, Speech and Language Therapist and Occupational Therapist.

#### Assessment

Assessments will be undertaken by designated members of the Senior Management Team and can take place over several days. Where possible the potential child/young person will be observed in both the school and home environments. During the assessment, information will be gathered with the parents/carers/staff from each environment and the young person if possible.

***The referral form is available on request from a member of the senior management team***

The initial assessment and paperwork gathered will be read and considered by members of the Multi-Disciplinary Team at the pre admission meeting held shortly after the initial assessment is completed. If deemed suitable, the

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Senior Management Team will then look at the availability of suitable places within the schools and residential homes (if applicable). The following areas will be considered:

- Key stage group.
- Mix of pupils in that group.
- Appropriateness and availability of the potential peer group.
- Appropriateness of services and facilities at the home to cater for the child's/young person's needs.
- Their potential impact upon young people already resident within the home and the home's potential impact upon the child/young person.

A successful referral will lead to an offer of an assessment. Unsuccessful referrals will be notified by letter, giving a reason for the decision not to proceed, although in most cases an assessment is conducted.

Written agreement of funding, signing of a contract which will establish the basic rules of the home/school and all relevant legal documentation will be required prior to admission of the child/young person.

### **Transition to the School and Home**

Orbis Education and Care will offer specific social, educational and psychological support to all children/young people who are resident or day pupils within the service. Once a place has been formally offered and accepted a transition plan will be agreed with all concerned parties. This will be guided by the individual child/young person's needs and will be supported in the most appropriate format.

The transition process may include:

- Information on the class/home for the child/young person that includes the school/homes expectation of the child/ young person and what he/she can expect of staff.
- Information on the school/home for the child/young person's parents that includes the complaints procedure.
- A program of planned visits, including a day and overnight stay (where applicable) to the school by the child/young person.
- Ideally support and teaching staff to meet the child/young person in their current environments.
- Parents and previous care/school staff to meet with school and care staff to develop specific individual programs for the child/young person prior to admission.
- Where applicable, input from the child/young person and parents on personalising their bedroom (if residential).

All offers of placement are subject to the child/young person being supported at an agreed staffing ratio throughout the transition process. The levels of support beyond this period will be discussed at the baseline multi-disciplinary review which takes place in the first month, and the review following the 13 week assessment period. Where there are high support needs for a child/young person, this ratio will be assessed and agreement reached prior to admission to ensure the child/young person's Care Plan can be implemented.

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Where the support needs of a child/young person increase following admission, Orbis Education and Care will notify the Placing Authority as soon as possible and a review meeting will be arranged to discuss implementation of plans and staffing ratio's.

## Reception

When each child/young person becomes a pupil or resident he/she will, where appropriate, receive a 'Children's Guide' which will act as part of their introduction to their new 'placement'. They will also receive an admissions pack with details of policies, photographs of the school and consent forms that need to be signed by the parents. On arrival of the child/young person, there will be a plan of how they will be cared for, from information received prior, this will be reviewed and amended as and when required to ensure that all plans in place are meeting their ever changing needs. Any changes to existing plans will be discussed prior to amendment with each child/ young person's parents and social worker where possible or at the first opportunity where a plan needs to be amended immediately to ensure duty of care.

Each child/young person will be appointed a 'Class teacher' and 'key worker' (if residential) to take responsibility for protection and promoting the health and education welfare and to liaise with education and health care providers on behalf of the child/young person.

### ***We believe children/young people have the right to:***

- be treated fairly and with respect;
- be physically and emotionally cared for, in terms of health, clothing, food in the home in which they live;
- expect any friends and families to be welcomed;
- make mistakes and expect new opportunities;
- have their views encouraged and considered;
- be supported in following any religion they may choose;
- expect choices whenever they are available;
- receive care which is planned and reviewed regularly;
- receive care which falls within the framework of The Children's Act 1989 and policies and procedures of Orbis Education and Care;
- be able to complain if there are 'any concerns' with the care received; and
- be able to challenge staff if they believe that they have acted unfairly or unjustly.

### ***What we expect from Parents and Carers:***

- That regular contact with your child is maintained (in keeping with the legal obligation that you have with regard to your child).
- That you continue to offer care to your child and to support and encourage them as and when appropriate.
- That you keep in regular contact with the schools and homes, so that we are both working together in the best interest of your child.
- That whenever possible you attend meetings about your child's life.
- That whenever possible you attend social functions at the schools and homes

### ***What we expect from Placing Authorities:***

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- That statutory visits take place in line with legal requirements.
- That all legal documentation required is available on the day of arrival of the child / young person being resident in the home.
- That the relevant professionals attend all 'Looked After' and educational 'Annual Reviews'.
- That 'Looked After' reviews are arranged within the legal time scale
- That all plans of care and education are reviewed regularly.
- That when a child's needs change which result in the need for extra support all relevant professionals agree to an 'emergency' review taking place as soon as possible.
- That regular contact is maintained, so that we are all working together in the best interest of the child.
- That transition plans for moving in to the home and leaving the school/home are discussed and agreed within timescale which meets the needs of the child/young person.
- That advocacy services are in place for the child/young person on their arrival of being resident within the home.

***What Children/Young People and Families have the right to expect from us:***

- To be treated fairly.
- To be physically and emotionally cared for.
- To expect friends and families to be welcomed.
- To be given support and guidance to develop skills to enhance quality of life and be encouraged with new opportunities.
- To have your views encouraged and considered.
- To be consulted and asked opinions on the development of education & care within the organisation
- To be supported in following any religion you may choose.
- To expect to have choices whenever they are available.
- To receive education & care which is planned and reviewed regularly.
- To receive Education & care which falls within the framework of The Children's Act 1989. Care Standards Act 2002 and policies and procedures of Orbis Schools.
- To be able to discuss any 'concerns' with the care received.
- To challenge staff if you believe that they have acted unfairly or unjustly.

**Policy Review Date:** January 2023

Signature:  (Director of Education)

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