

Admissions Policy

Cambian Lufton College

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Approval Date	August 2020
Next Review Date	August 2021
Version No	1
Policy Level	Site

Introduction

Cambian Lufton College offers specialist education and care for young persons aged 16 to 25 with a learning disability, autism spectrum conditions, Down's Syndrome, developmental disorders, communication difficulties, challenging behavior and a broad range of complex needs including medical needs.

Cambian Lufton College considers all applications individually and we are able to offer day places and full time residential courses up to 52 weeks.

Admission to the College is by way of an Education Health Care Plan produced by the relevant local authority. Parents may also make representation themselves.

Places can be commissioned by any local authority including overseas.

The College would not consider offering a placement to a young person whose specialist needs were incompatible with the efficient education of the other young persons and the efficient use of resources.

We actively welcome all applications in accordance with our Equal Opportunities Policy and Equality and Diversity Policy.

Admissions Process – 38 week applicants and Day Students

Prospective young persons are invited to visit the college for a visitor day giving them and parent/carers the opportunity to view all aspects of the college. They and their parent/carers will have had opportunity to view the college, talk to young persons and staff, and see information about courses and the college, including a prospectus. Alternative arrangements are made for anyone who is unable to visit on the organised visitor days.

Application forms are completed by the prospective young person and parents/carers and returned by 31st December of the year prior to assessment. Any applications received after this will be processed in the same way over a shorter timescale.

The college Admissions team meet to review the application forms. This initial part of the process is for early identification of anyone who may not meet the admissions criteria or may require specialist resources e.g. staff training etc. If an applicant does not meet the admissions criteria the college will refer them to The Cambian Group, Natspec and back to their local personal advisory service within the local authority for advice on alternative provision.

Pre entry information is collected from relevant stakeholders associated with the applicant. This would include previous schools, social workers/care managers and any other professionals involved. A copy of the draft Education Health and Care Plan (EHCP) is requested either from parents/carers or from the local authority if this is available. This additional information may identify that the applicant does not meet the required criteria or it may identify specialist resources not included in the original application. As previously stated if an applicant does not meet the admissions criteria the college will refer them to The Cambian Group, Natspec and back to their local personal advisory service within the local authority for advice on alternative provision.

The Placements Team summarise the prior information and Care, Clinical and Education team work collaboratively to produce a Care Plan, Behaviour Support Plan and Risk Assessments for each young person. This initial information will inform the college staff of the support needs of each young person to ensure that these are met during the assessment process.

The applicant is invited to attend the college and to meet staff, students and to familiarize themselves with site. Student admission visits are planned according to the young persons' and parents specific needs and requirements. Some young persons may require several one day visits or to attend for 2 days with an overnight stay.

The Admissions team meet regularly to discuss applications and assessments and address any issues which may arise during the process.

Following the assessment the Admissions team decide if young persons will be offered a place referring to all of the information collected prior to the assessment and during the assessment period. Assessment information forms part of the documentation used to secure funding.

These factors are assessed and recorded during the assessment by all members of staff working with the prospective young person.

Places will be offered on the basis that the prospective young person wants to come to Lufton College and the college feels it can effectively meet their needs.

Admissions Process – 52 week applicants

Referrals are made to the Cambian Commissioning Team by local authority representatives. The Commissioning Team review and shortlist referrals and forward to the Principal and Commissioning Manager. Referrals can also be made directly to the college by parents/carers. The college Admissions Team review the information and decide whether to offer an assessment or request additional information before offering an assessment.

If an assessment is not offered the Commissioning Manager is informed and they relay this decision back to the relevant local authority.

If an assessment is offered, a member of the college may visit the young person in their home and current educational provision to meet them and gather information from parent/carers and key staff on how to support the young person. Visits may be made more than once if either party considers it necessary. Following this the young person, parent/carers and/or key staff will be invited to visit the college. In some circumstances it may not be appropriate for the young person to visit college before starting their course in which case parent/carers and/or key staff are still encouraged to visit. If the young person is able to visit the college they may be offered an overnight assessment as part of the process.

Following the assessment the Admissions Team will be offered a place referring to all of the information collected prior to the assessment and during the assessment period and assessment information forms part of the documentation used to secure funding.

Once funding is agreed the Local Authority provides the college with a contract which informs the structure of the young person's course and support they require. These are reviewed as part of the young person's transition through college.

An introduction pack including a start date is sent out to new young persons; prior to starting their course in September for 38 week young persons and as soon as practicable for 52 week young persons. Because of their more complex needs 52 week young persons may require a more involved transition period before starting college.

All the information collected about young persons informs initial timetable construction alongside baseline assessments completed at the college. This also informs allocation of initial accommodation and the staffing within both their formal sessions and residential accommodation.

When young persons start their course they receive a comprehensive induction. This is delivered by their House Manager, LinkTutor, Key Worker, and other members of staff. The new young person's transition plan reviewed and other documents updated. Each young person has relevant Risk Assessments and a Support Plan developed for them.

Following the baseline period and audit of staffing ratios in the autumn term, any changes needed to funding etc. are agreed by the Entry Panel and put forward to the local authority. Staffing ratios are reviewed on an on-going basis.

Admissions Process: Covid 19

Prior to admission, in addition to normal impact risk assessment, due and documented consideration needs to be given to the following questions:

About the incoming young person

- Has the young person tested positive for Coronavirus in the past 14 days?
- Is the young person currently displaying symptoms?
- Has the young person been in direct contact with anyone who has tested positive for Covid19 (social worker will need to answer if possible)? Local Health Protection Team will be able to advise on whether the exposure was significant.

- Has the young person or anyone they are living with received a notification from the Track and Trace system?
- Is the young person travelling from an area considered currently as High Tier?
- Does the young person present with behavioral risks such as spitting?
- Does the young person have an existing covid specific risk assessment?

About the home

Is anyone living or working at the home/school currently self-isolating?

Is anyone living at the home clinically extremely vulnerable?

Does anyone living or working at the home/previous placement have serious underlying health conditions?

If the answer is Yes to any of the above, a further consultation is required.

New admissions are required to have completed and have the results of a Covid 19 test to ensure the care plan and admission process is well managed. We aim to enable all new admissions to go ahead as long as this does not place other young people, our staff and the wider community at significant risk. The NHS now has responsibility for testing patients being discharged from hospital to a care home facility, in advance of a timely discharge.

In advance of new young person's arrival:

- Test to be completed and their test results are evidenced as negative.
- Assessment and pre admission meetings to be conducted online, using video calls where possible.
- In the event that a site visit is necessary, visitors to site to complete temperature checks and Covid questionnaires as required. Staff involved to be kept to a minimum.
- Admissions Team will identify single occupancy accommodation.
- The Care team will identify a specific and consistent team to be allocated to the single accommodation to support the new young person.
- All staff to adhere to PPE guidance according to government advice and company policy.

On the young person's arrival:

- Covid questionnaire to be completed by the young person.
- Covid questionnaires and temperature checks to be taken of anyone travelling with the young person.
- Temperature checks to be taken of the young person 3 times a day and recorded.
- Covid specific risk assessment to be completed in addition to young person's individual risk assessment.

In the event of other scenario following testing:

These are examples of the potential case scenarios that services may experience during new admissions:

- Test result Negative: Young person admitted as above.
- Test result Positive: If the risk cannot be managed, young person required to self-isolate for 14 days and then retest prior to admission.
- Test result Pending: Admission delayed until the results are returned.
- Test declined by the young person: Young person admitted if they agree to self-isolate for 14 days.

- Insufficient time to be tested: Young person is admitted with agreement to be tested on site and to self isolate until a negative result is returned.

A risk assessment of each case will be completed.

The decision on whether a test is appropriate in the specific circumstance is a clinical decision, informed by information on the context, clinical needs and urgency of the situation and appropriate risk assessment by the service and public health team involved.

The decision to test and the results must not impact on the urgency of responding to the needs of the young person and ensuring their safety and wellbeing. Mental Health and well-being are critically important and the young person may be more anxious and concerned than they appear. The placement must take account of the health protection and infection prevention control requirements.

Placement Process Flowchart

