

Policy and Procedure on

Admissions Policy and Procedure

Purbeck View School

Policy Author	Paul Kniveton
Approval Date	February 2021
Next Review Date	January 2023
Version No	1
Policy Level	Site
Staff Groups Affected	All Staff

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1. Purpose

Purbeck View School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

2. Legal Status

- 2.1. Complies with Part 6, Paragraph 24 (3) (a) of The Education (Independent School Standards Compliance Record) (England) (Amendment) Regulations Complies with Part 2
- 2.2. Chapter 1, 14 The Care Planning Standard of The Children's Homes (England) Regulations 2015

3. Applies to

- 3.1. The whole school and children's home inclusive of activities outside of the normal school hours.
- 3.2. All staff (teaching and support staff), the proprietor and volunteers working in the school.

4. Availability

- 4.1. This policy is made available to parents, guardians, carers, and staff from the school office and website

5. Monitoring and Review:

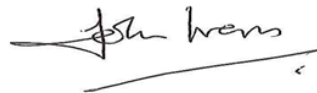
- 5.1. This policy will be subject to continuous monitoring, refinement and audit by the Head of Service.

- 5.2. The Proprietor representative and Chief Operating Officer undertakes an annual review of this policy and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if changes in legislation, regulatory requirements or best practice guidelines so require.

Signed:



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January 2022



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February 2021

6. Admission Policy

- 6.1. At Purbeck View School, we are registered to care for and educate children with from the age of 7 to 19 years of age with autism, complex learning difficulties and associated behaviours. No child is refused entry on the grounds of race, ethnicity, gender, religion or sexual orientation. We require confirmation of the date of birth of a child and the child's unique pupil number from the local authority.

7. Student Profile

- 7.1. Our school provides 38 and 52 week residential placements for students of both sexes aged 7+ with autism, complex learning difficulties and associated behaviours. Our interventions focus on education, stabilisation of behaviour and daily living skills.
- 7.2. We work to enable our students to achieve greater independence, self-advocacy and the confidence they need to pursue a brighter future. Purbeck View gives access to the full National Curriculum at an appropriate level through skill-based learning and a vocational life skills curriculum for older students. Our students are assessed on a termly and an annual basis and reports are sent to parents and authorities on progress achieved.

8. Admissions Policy Appendix

- 8.1. Young people may be referred to the Cambian Group at any time during the academic year in one of two ways:
- Via the Cambian Group
 - Via a local authority
- 8.2. 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
 - Unique Pupil Number from the placing local authority – education
 - Gender
 - Ethnic background, cultural needs, religious needs/persuasion

- Health needs and history
 - Educational history, needs, current provision, support received and 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 and
 - Criminal history (if any) and whether any existing criminal proceedings are outstanding
- 8.3. The information provided will assist the Head of School in his assessment as to whether a school placement is viable and appropriate. The Head of School 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. In line with Children's Homes (England) Regulations 2015, the Registered Person ensures that children are admitted to the home only if their needs are within the range of needs of children for whom it is intended that the home is to provide care and accommodation, as set out in the home's Statement of Purpose.

9. Admission

- 9.1. The Registered Person ensures that arrangements are in place to ensure the effective induction of each child into the home, to manage and review the placement of each child in the home and to plan for and help, each child to prepare to leave the home or to move into adult care in a way that is consistent with arrangements agreed with the child's placing authority.
- 9.2. The young person's details are entered into the School 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.
- 9.3. Initial assessments will be carried out within the first three months from admission and a copy of the results will be discussed at an initial review meeting with the placing authority and parents and team involved in the education and residential settings.

10. Other relevant documents

- 10.1. Equality and Diversity Policy
- 10.2. Attendance Policy
- 10.3. Inclusion Policy