

# The Children's Trust School

## Admissions Policy

Available on: The Loop



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## **Introduction:**

The Children's Trust School is a Non-Maintained special school with day and residential provision for children and young people with complex education, health, care and therapy needs aged 2 -19.

The School is approved by the Secretary of State for children and young people with severe learning difficulties (DFES No. 936 7069) and is regulated by OFSTED.

The Residential Houses are registered as Children's Homes and regulated by both the Care Quality Commission (CQC) and OFSTED Care

The School and children's homes are governed by the Board of Trustees for The Children's Trust a registered charity registration number 188018

## **Admission Criteria:**

We will consider children and young people for long term day and residential placement or placement for a child requiring an assessment placement with one or more of the following diagnosis:

- Neurological disorder including degenerative conditions
- Brain injury
- Global delay or profound and multiple learning difficulties
- Severe learning difficulties
- Sensory impairments (visual impairment, hearing impairment, multisensory impairment )
- Complex health and medical needs
- Tracheostomy
- Assisted ventilation
- Complex medication regimes
- Epilepsy
- Life limiting / threatening conditions
- Children considered palliative

## **Admissions Process:**

### **Who can make a referral?**

- Parent / carers
- Local, regional and national local authorities
- International referrals
- Other professional agencies / commissioners from health and social care
- Direct referral from solicitors
- Via local authority Dynamic Purchasing Systems
- Privately funded placements

### **Can I visit?**

- We encourage all parent / carers / referrers to visit the School and co-located houses if seeking a residential placement.
- A prospectus can be downloaded from the school website

### **What is the referral process?**

- Lead referrers will be required to complete a referral form
- Referral forms are available from the School Placement Coordinator telephone 01737 365 080 or by emailing [placements@thechildrenstrust.org.uk](mailto:placements@thechildrenstrust.org.uk)
- On receipt of the completed referral form the school placement coordinator will request the following:

Most recent:

- Education, Health and Care Plan
- Annual Review Report or relevant reports from current provision/s
- Medical reports
- Equipment needs
- Therapy intervention programmes
- Reports from outside agencies supporting the child & family
- Knowledge if pupil has 'Looked After Status'
- If applicable wellbeing & positive support behaviour plans

### **What is the process of assessing if the placement is suitable?**

The referral information is discussed at the internal weekly admission panel, if the information supplied indicates that the school / residential houses are likely suitable to meet identified needs as outlined in the child's EHCP then we will invite the child and family to a 'pre-screen'.

This provides an opportunity to discuss the child's needs and an opportunity to confirm potential admission is appropriate.

### **What is the purpose of a pre-screen and what happens at this?**

**This is an opportunity, on an agreed day and time:**

- For staff from the School and Houses to meet with the parent/s / carers or those with responsibility for a child in person and review gathered information
- To gather evidence about the child's/ young person's needs via a range of informal / observational assessments via an appointed multi disciplinary team.
- To ensure that needs and provisions identified in Education, Health and Care Plan can be met.
- To identify if 1-1 support is required
- To identify specialist equipment requirements
- To discuss potential for admission and potential timescales.
- To discuss compatibility with peers.

We recognise that there are times that on site pre-screens may not be possible. If required we do arrange home visits or 'virtually'.

We routinely undertake home visits for children under 5.

The pre-screen for admission does not indicate automatic agreement to placement at the school or within houses.

The pre-screen report are not full formal educational, health / clinical and therapy assessments to be used externally ie for use to suggest alteration to a young person's EHCP.

### **What happens after a pre-screen?**

**Admissions Panel:**

- The pre-screen report will summarise needs and indicate whether we are able to meet a young person's needs or not
- Report outcomes are discussed at the aforementioned weekly admissions panel
- All decisions taken by the panel are sent in writing to the parents and referring bodies.

If we are unable to offer a place, one or more of the following reasons must be evidenced:

- The School is considered to be unsuitable for the learner's age, ability or his / her special educational needs as identified in the EHCP or presentation
- The attendance of the young person at the school or residential provision would be incompatible with current school community
- The young person has significant associated behavioural / medical / other needs that cannot be effectively met within the school or residential environment.

### **What process is there to challenge a decision when an application for the school / residential has been turned down?**

- You'll be sent a letter with the reason for refusal of placement.
- If your child is refused a place, you can appeal against the decision.
- You must appeal against each rejection separately. You can only appeal once against each rejection.

### **Preparing your appeal**

- The admission panel must allow you at least 20 school days to appeal from when they send the decision letter and will set a deadline for submitting information and evidence to support your appeal.
- If you submit anything after the deadline, it may not be considered and may result in delays to your hearing.

### **When the hearing will be**

- The admission panel must give you at least 10 school days' notice of the hearing.
- Appeals must be heard within 40 school days of the deadline for making an appeal.

### **What happens at the appeal hearing? :**

A panel of 3 or more independent people would be convened for an appeal hearing.

- The panel will explain why they turned down your application.
- You'll be able to give your own reasons why your child should be admitted.
- The appeals panel must decide if the school's admission criteria were properly followed and comply with
- If the criteria were not properly followed or do not comply with the school admissions policy your appeal must be upheld.
- If your reasons for your child to be admitted outweigh the school's reasons for not admitting any more children at all, your appeal will be upheld.
- You will usually be sent the decision within 5 school days.

## **If offered a place what happens next?**

### **Planning for Admission:**

- Assuming that there is room within our pupil admission number and residential houses and when the funding body has agreed the placement costs a contract for school / residential services has been signed, an admission date can be proposed – provided that all necessary adjustments are in place (to include support staff, equipment and resource needs)
- If commissioners / those funding have not agreed an intended placement we will liaise directly with those seeking placement.
- We support tribunal processes where it is agreed that we can meet the child's needs.

## **What happens if the school / residential are at capacity / full?**

- If it has been agreed that a child's needs can appropriately be met but the school / houses are full then The Children's Trust operates a waiting list.
- The team will keep parents / carers / referring body informed of progress to admission

## **When can a child join the school / residential houses?**

### **Starting:**

- Should a placement be offered and accepted, a start date will be negotiated by all parties (LA, parents, CCG, The Children's Trust) and an appropriate transition plan put in place.
- Care planning will be undertaken prior to admission to ensure that there is a safe transition.
- We admit throughout the year.

### **Equality:**

- Our admissions policy includes all Children & Young People and parents, regardless of their education, physical, sensory, social, spiritual, emotional and cultural needs. We are committed to taking positive action in the spirit of the Equality Act 2010, with regard to disability and to developing a culture of inclusion, support and awareness within the school.
- Young people with all protected characteristics receive the same consideration for admission.
- The school follows the governing body pupil admission policy that does not permit sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins) sexual orientation, religion, belief or disability (subject to the schools specialist designation) to be used as criteria for admission.

Reviewed: January 2021

Next Review: January 2022

## Appendix 1:- Flow chart from referral to successful placement

