

EDAC03 | Acacia School Admissions

Policy and Procedure

Document Information

Document:	EDAC03 Acacia School Admissions Policy and Procedure
Division:	Education
Document owner position:	Group Executive Education Lead
Authorising committee:	Safeguarding Committee
Date authorised:	October 2024 (as ED07)

Document Publication & Review

Date first published:	May 2022
Date of last revision:	October 2024
Date of next review:	September 2026

This document will be reviewed at least every year

Contents

Contents.....	3
1. Introduction	3
2. Scope	4
3. Admissions Criteria	4
4. Admissions Procedures.....	4
5. Admissions Register	7
6. Monitoring Compliance	8
7. Linked Documents.....	8

1. Introduction

The purpose of this policy is to ensure that Kisimul Group’s Acacia School is able to meet the individual needs of the children and young people we admit. We will:

- Ensure that we can meet the special educational needs of referred young people at the point of admission.
- Ensure that we deal with each individual referral efficiently and within the required timescales.
- Provide a transparent process for the referral of prospective learner.
- Ensure each setting has a structured and supportive admission and transition arrangement for new learners.

In order to facilitate this process, we have developed an admissions procedure which ensures that sufficient information is obtained and disseminated prior to and during the induction period of children/young people. The procedure sets out the criteria for admission of learners and that the service provision is set up to meet their needs. The procedure also ensures that appropriate and adequate information is supplied to children/young people and their families/interested parties, such as our complaints procedure, child protection and safeguarding procedure, individual care plan, term dates and conditions of care, in line with current legislation.

record is completed. The quality of information at this stage is vital to the future well-being of the child/young person and the period of settling in to the school.

4.1.12 Where a learner joins our school, we will request child protection records from the previous educational establishment.

4.1.13 Often a transition meeting is arranged at this stage to finalise paperwork, complete LAC or other paperwork and discuss any details of individual requirements.

4.2 Prior to Arrival

4.2.1 The school has a systematic approach for maintaining admission records, in line with current legislation. We will ensure that the appropriate parent/carer/local authority representative has signed all relevant documentation (contracts, permissions, medical information, consent etc.) prior to admission of the child or young person.

4.2.2 An appraisal will be made based on the information gathered during the pre-admission to provide an individual risk assessment, which will be made available to staff.

4.2.3 Where this risk assessment demonstrates that the young person has a history of being missing from home or putting themselves at risk of harm, appropriate strategies will be put into place to ensure the child/young person's safety.

4.2.4 Allocation of tutor groups will be made with consideration to the preferences of the child/young person, their attainment levels, sensory and behaviour profile and age, as discussed and recorded during the transition meeting.

4.3 First Day

4.3.1 An individual care plan will be available for all staff as well as an individual risk assessment.

4.3.2 Learners are encouraged into the school routine upon arrival, so as to establish a routine and clear expectations. Where a young person has been out of education for a long time, it may be agreed that learners have some taster or part-time days in school prior to accessing education on a full-time basis (this would be agreed at the transition meeting with both parents and the local authority). Where bespoke education programmes are required, this will be agreed as part of the assessment and admission discussion with placing authorities prior to placement.

4.3.3 There will be additional feedback and support to parents to build trust and relationships through regular verbal and/or email communication. Handovers will be used, as well as regular reports with photos, as agreed with the parents at the transition meeting.

4.4 Post-Admission

4.4.1 We will ensure that a post-admission review (initial review) takes place usually within six weeks (no later than 12 weeks). This meeting will endorse the placement and agree the details of individual support plans. This admission review will ensure that all parents/carers and professionals are informed by up-to-date detailed baseline assessment and information related to both education and care.

5. Admissions Register

The young person's details need to be entered into the college admissions register and accompanying information filed. In order to comply with the *Education (Pupil Registration) (England) Regulations 2013*, the admission register will contain:

- Full Name (inc. middle names), Surname First
- Date of Birth
- Year Group
- Gender
- Ethnicity
- Name and Address of all with Parental Responsibility
- Parent/Carer with whom learner resides
- 2x Emergency Contact Numbers (one to be Social Worker, if relevant)
- Special Educational Needs status
- Looked After Child?
- English as an Additional Language?
- Day or Residential Pupil?
- Pupil Premium
- Local Authority Funded place?
- Date of Admission
- Previous School & Leaving Date
- Any Readmission Date to Kisimul
- Leaving Date from Kisimul

6. Monitoring Compliance

Compliance with this policy and procedure will be assured at the post-admission review, and non-compliance will be evident earlier in the process.

7. Linked Documents

7.1 Kisimul Policies

7.1.1 EDCC02 Safeguarding and Protecting Children and Vulnerable Young Adults at Calman Colaiste College Policy

7.1.2 EDCC10 Calman Colaiste College Curriculum Policy

7.1.3 EDCC14 Calman Colaiste Compliments and Complaints Policy

7.2 Regulations

7.2.1 Education (Pupil Registration) (England) Regulations 2013

Document Change Log

The Change Log is a register of all authorised changes made to this document.

Version	Description of change:	Change made by:	Date document republished:
1	Split from ED07, updated terminology, removed references to statements and noted that "typical" pupils have EHCPs prior to entry.	Paul Routledge	October 2024