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## 1. Introduction

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

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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 -9 (e)-2

## 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



