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Pre-Admission and Assessment

- We will publish a copy of our latest Prospectus and school/college information on our

Regulations 2015, should the child/young person be a resident of the homes. For day placements the education management and support team will liaise directly with the placing authority and parents in respect of start dates and transition planning.

- In order that consistent information is imparted by the school/college and that full and precise information is obtained for the future welfare of the learner, an assessment and information 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/ college.
- Where a learner joins our school/college, we will request child protection records from the previous educational establishment.
- Often a transition meeting is arranged at this stage to finalise paperwork, complete LAC and/or other paperwork, discuss any details of individual requirements.

Prior to Arrival

- Kisimul School/ college has a systematic approach for maintaining admission records, in line with current legislation. We will ensure that the appropriate parent/carer/local authority representative have signed all relevant documentation (contracts, permissions, medical information, consent etc.) prior to admission of the child or young person.
- An appraisal will be made utilising the information gathered during the pre-admission to provide an individual risk assessment, which will be made available to staff.
- Where this risk assessment demonstrates that the child/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.
- Allocation of classes 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.

First Day

- An individual care plan will be available for all staff as well as an individual risk assessment.
- Learners are encouraged into the school/college routine upon arrival, so as to establish a routine and clear expectations early on. In some cases where a child/young person has been out of education for a long time, it may be agreed that learners have some taster or half days in school/college prior to accessing education on a full-time basis (this would be agreed at the transition meeting with both parents and the local authority).
- 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.

Post-Admission

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.

4 Admissions Register

The young person's details need to be entered into the school/college admissions register and accompanying information filed. The register will comprise information that is compliant with regulations set out in the education (pupil registration) (England) regulations 2013, the admission register will contain:

- Name (inc. middle names) Surname First
- Date of Birth

5 Links to other Policies

This should be viewed in conjunction with the Teaching and Learning policy, Complaints procedure, Child Protection and Safeguarding procedure and Curriculum policy'.

6 Monitoring and Review

Kisimul Staff will review this policy bi-annually (every 2 years). This policy is monitored by the Group Executive Head of Education, in consultation with the Head teachers.

Document Title		ED07 Admissions Policy	
Name of person completing equality impact assessment:		Paul Routledge	
Date equality impact assessment completed:		September 2023	
Characteristics	Impact		Equality Impact Assessment form completed?
	Yes	No	
Age			
Disability			

