

# FamilyCare

Healing pasts • Building futures



## Education

Admissions Policy

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# Admissions Policy

**Reviewed: June 2023**

**Date of Next Review: June 2024**

**Reviewed by Jen Lamidey Head of Eden school September 2023**

## Introduction

Family Care Group have three independently registered schools catering for children and young people with SEN needs aged between 6 – 16 years. Access School is located in Shropshire, Rodenhurst school is near to Telford and Eden School is located in Macclesfield, Cheshire. Each of our schools offer bespoke education for children with Social Emotional and Mental Health needs, Learning Difficulties and or ASC.

Family Care Group is a care and education organisation whose intake is drawn from local authorities from across the United Kingdom. We specialise in the provision of residential care, fostering and education for children and young people with significant social, emotional and mental health needs. School places are in high demand across each site.

- Eden School is registered for up to 16 pupil places
- Access School is registered for 30 pupil places
- Rodenhurst is registered for up to 15 pupil places

## Admission Protocol

Prior to admission to one of our schools, children and young people are referred to Family Care by their local authority. All pupils' who attend our school have an EHCP.

### 1. Pre-Admission

We will publish a copy of our latest Prospectus/Statement of Purpose on our website for reference by parents/carers and other stakeholders; and make paper copies of the information available upon request.

Family Care Group works in partnership with local authority personnel and requires that all necessary documentation is provided in a timely manner, in order to ensure an informed decision can be made about meeting the needs of a child/young person. The documents required, where possible, are:

- (a) An Education, Health and Care Plan (EHCP)
- (b) Most recent annual review/key educational progress data



- (c) A chronology of the child's life to date
- (d) Current/most recent care plan/ Personal Education Plan (PEP)
- (e) Current/most recent behaviour management plan(s) and risk assessment(s)
- (f) Any additional assessments
- (g) Any additional professional reports (e.g. psychology, psychiatry, pediatrics, occupational therapy, YOS, CAMHS etc.)
- (h) Parental/ guardian submissions.

We will ensure that the special educational needs outlined in the child/young person's Education, Health and Care Plan (EHCP) or other records can be met within the setting.

If we feel that a child/young person may need additional resources, we will ensure that these resources can reasonably be provided by the setting before a place is offered (or within an agreed timescale) for a child/young person.

We will ensure that an individual risk assessment, behaviour management plan and education plans are generated prior to admission. Where appropriate, an initial care plan will be expected from the local authority. These documents would be reviewed regularly once the child/young person arrives.

Each of the schools will undertake an initial assessment of educational needs upon the allocation of admission, which will include a review of previous educational placements, consideration of EHCP needs, behaviour support requirements and, where possible, a formal assessment of the child's national curriculum level for literacy and numeracy including therapeutic assessments; LASS, CAT 4, and SDQ'S.

Admissions to Family Care Education can be taken at any stage in the young person's education and at any time during the academic year.

1. Education is available to all children and young people through Family Care Education. Children who are:
  - a) resident with Family Care Associates or
  - b) resident at a foster placement arranged by Families@FamilyCare or
  - c) living within Shropshire, Telford, Cheshire or the surrounding counties and placed by their local Education Authority
  - d) resident at other residential care providers if they fall within the age bracket of 6 to 16 and their EHCP needs can be met by the school.
2. The education service at Access School and Eden School does not select young people for education based on race, age, culture, academic ability or gender.
3. The cost of education at Access School, Rodenhurst school and Eden School is borne by the fees paid by placing authorities.
4. In the case of Looked After Children who are placed with Family Care. It our aim for children and young people to be placed on our admissions register and to be receiving education, within 20 school days of being placed within a residential service if a careful transition is necessary.
  - a) By law, before a young person with an Education Health Care Plan is placed on our register, the placing education authority must request consent from the Secretary of State for Education for the young person to receive education from us. This should be sought from the placing social worker/lead education professional who will request medical, psychological and educational evidence, together with a letter from Access/Eden School offering a place and confirming a start date.
  - b) Registered Manager's especially should ensure that the placing authority is aware of this obligation and that a statementing officer from the home education authority has



requested this consent. **It is illegal for Access School, Rodenhurst and Eden School to place a child or young person on its school register without this consent.**

- c) Such consent is not required for children and young people without a EHCP
5. Access School, Rodenhurst and Eden School reserves the right to contract out educational services to third parties for the provision of education should it be deemed it necessary, or to provide education at alternative premises to the school site. This provision will be Quality Assured in line with school procedures.

## **Appendix A**

### **School Admissions Protocol**

| <b>Action</b>  | <b>By Whom</b>                                     | <b>By When</b>                | <b>Date Completed</b> |
|--|--|-------------------------------|-----------------------|
| 1. Local Authority, parents, care-givers and Pupil to be shown around the allocated school.  | Head of school or designated staff member          | At referral stage             |                       |
| 2. a. Funding confirmed and approved for educational element of the placement.<br>b. Allocated school notification/admissions confirmation.<br>c. EHCP, Educational Psychology/Psychological Reports, Chronology and any relevant education information to be sent to the receiving school.<br>d. Any Equality Act 2010 requirements to be notified and compliance ensured ahead of admission. | Head Teacher<br>Placements Manager                 | Prior to Admission            |                       |
| 3. If the child is also a Family Care Residential admission the care home must notify the allocated school that the child has arrived in placement.  | Registered Care Home Manager                       | Within 2 days of placement    |                       |
| 4. Risk Management Plan, Care Plan and associated Risk Assessments to be forwarded to the school prior to first school visit.  | Registered Care Home Manager<br>Placements Manager | Within 5 days of placement    |                       |
| 5. School to schedule the pupil in for an initial assessments/familiarisation visit. <i>Note: This</i>   | SEN team LA<br>Head of school                      | To be contacted within 5 days |                       |



|  |  |  |  |
|--|--|--|--|
| <i>will only be arranged upon prior receipt of EHCP</i>  |  | of the placement. Assessment to take place within the first two weeks of the new placement |  |
| 6. School to assign a Designated Teacher and if relevant notify the Care Home and placing authority commissioner.  | Head of school                         | Within 2 weeks of the new placement  |  |
| 7. School to timetable an introductory lesson and an introduction to the allocated Designated Teacher  | Head of school /Timetable Co-ordinator | Within 2 weeks of the new placement  |  |
| 8. Head of school to timetable the pupil into the school on an agreed phased/reduced timetable to facilitate a settling period where required. Prior agreement of commissioner must be sought.                         | Head of school<br>SEN team LA          | Within 2 weeks of the new placement  |  |
| 9. School to provide uniform order form and request order from the care home   | School Administrator                   | Within one week of new placement   |  |
| 11. Letter to be sent to the placing authority confirming the pupil has been added to the school roll and now has a registered school placement in an independent school in Shropshire or Cheshire                     | Head of school /School Administrator   | Within 2 weeks of the new placement  |  |
| 12. School to notify the Local Authority Shropshire/Telford and Wrekin/Cheshire that a pupil has been admitted to the school and is classed as 'an out of county placement' attending an in county independent school. | School Administrator                   | Within 2 weeks of the new placement  |  |
| Pupils Name:   |  |  |  |



|   |   |
|---|---|
| Registered Care Home Manager (if relevant): |   |
| Placing Social Worker or SEN worker:        |   |
| Parents/Caregiver details:                  |   |
| Designated Teacher:                         |   |
| Allocated Therapist/Clinician:              |   |
| Family Care Education School Site:          | Access School<br>Eden School<br>Rodenhurst school |