



**Five
Rivers®**

FIVE RIVERS CHILD CARE LTD

Admissions Policy & Procedure – Park House

'Five Rivers is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'

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|------------------------|-------------------|
| Policy Owner | Headteacher |
| Authoriser | Head Of Education |
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1. Admissions Policy

1.1 Policy Statement

- 1.1.1 Children can be admitted from the age of 8 years old and can be educated at Park House until 19 years old. The Key Stage 5 provision is to support emotional growth, gain appropriate qualifications retake GCSE examinations or Functional Skills certificates, gain life skills and work experience in readiness to support a transition to college or the world of work

1.2 Terms and Definitions

- 1.2.1 The below table sets out a number of terms and definitions used within this document:

| Term | Definition |
|------|----------------------------|
| 1ACE | 1 Another Chance Education |
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1.3 Data Protection

- 1.3.1 Five Rivers Child Care supports the objectives of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and other legislation relating to Data Processing, including the Human Rights Act 1998, Regulation of Investigatory Powers Act 2000, and the Freedom of Information Act 2000. Five Rivers Child Care has a statutory obligation to process personal data in accordance with the provisions of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018

- 1.3.2 Every member of Five Rivers Child Care has an obligation to ensure that the information they process (use) is collected, maintained and disclosed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and the Five Rivers Child Care Data Protection Policy.

1.4 Disclosure of Information

- 1.4.1 Any use or disclosure of information held within Five Rivers Child Care, without there being a legitimate purpose or legal basis, will be classed as unauthorised and is a criminal offence under Section 55 of the Act Right of Access (Subject Access Requests).

1.5 Further Information

2. Admissions Procedure

Park House is a 14 place non-association independent school for children with social, emotional and mental health needs. Many young people who attend here exhibit challenging behaviour; experience severe anxiety; have diagnoses including: Autistic Spectrum Disorder, Pathological Demand Avoidance, Attention Deficit Hyperactivity Disorder and selective mutism. Many children have experienced significant trauma or rejection in early life as well as exposure to alcohol, illegal drugs or domestic violence, often as an unborn child. Some young people may have additional physical disabilities and medical conditions or moderate, even severe, learning disabilities.

Admissions can be sought at any time during the academic year, but it is advantageous to the pupils to be admitted at the beginning of the academic year.

We will accept children and young people who do not have an Education Health Care Plan (EHCP) or statement.

Pupils are referred to the school from the local education authority, social care, SEN department.

Some pupils are on integrated care / education placements and attend the school as part of the package of care that their local authority has bought in for them. Local schools and academies can buy places for their pupils who will then be dual registered or will remain on the role of their main school. Full time and part time packages are available. Parents can request a place at the Centre but must secure funding from the local authority.

Due to the highly vulnerable nature of our pupils a risk matching process for all new applicants to the school is undertaken. If the risk assessment of the addition of new pupils would put existing pupils at excessive risk then a place could not be offered at that time but may become available if the risk assessment changes significantly.

When a referral is made by a local authority the following paperwork is requested:

- Statement or EHCP
- Last school report
- IEP
- PEP if appropriate
- Reports for external agencies i.e. CAMHS, Education Psychologist, YOT
- Brief history

2. Prospective parents, carers, social workers, casework officers and pupils are welcome to visit the school by appointment throughout the year. If you wish to visit, please contact the school office by telephone or email.

3. Assessment and Engagement Department

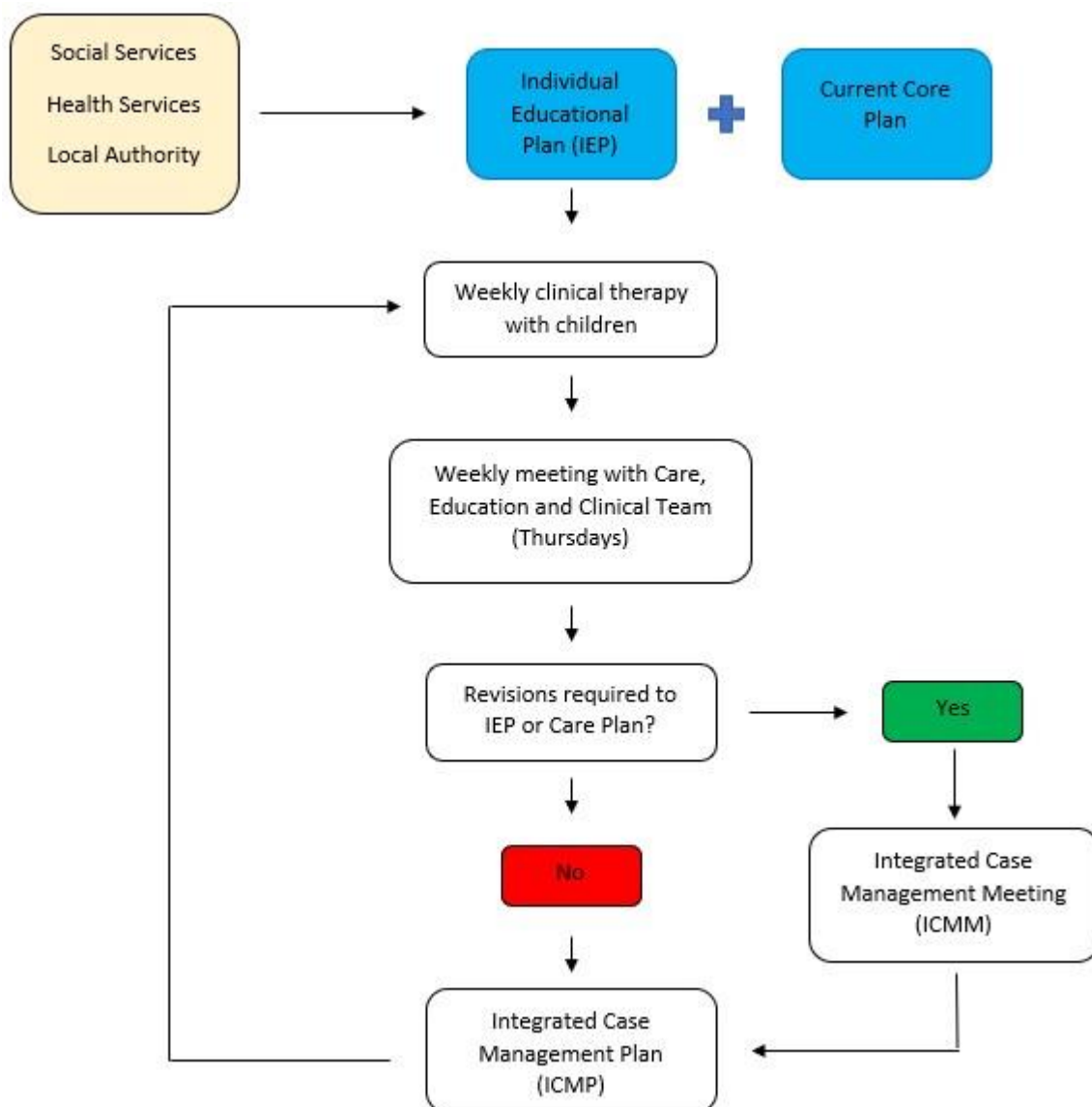
Outreach Education:

- 1ACE education Package: For some children, school is too anxiety provoking, or they need to develop coping strategies and skills with which to function in a school building . Children may initially be educated off site.
- This is at least 2 to 1 staffing – dependent on risk.
- 1ACE outreach uses community venues in quiet locations to deliver classroom-based learning. An activity programme is also offered.
- 1ACE In School: All pupils in school complete a transition. This offers 2 to 1 support 1:1 if appropriate . Pupils can build up their days in school according to need.
- Personal pathways for learning and developing social skills are established. Academic and emotional literacy baselines are recorded.

When Pupils have completed their personalised integration programmes, they may then be taught in learning groups suited to their stage, age and social relationships. This could be with partner provisions or in the school building

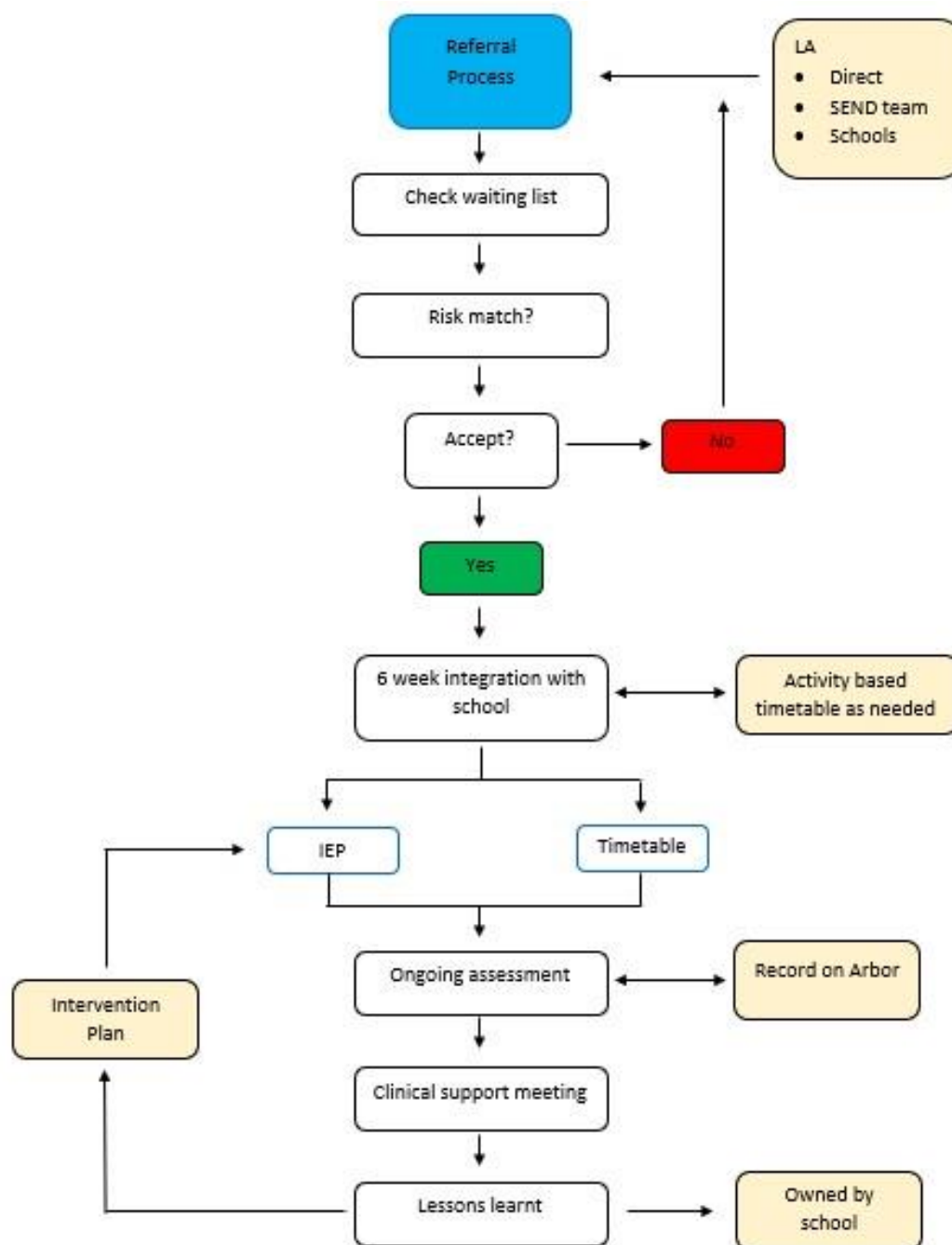
- Each child will have a lead teacher who is the first point of contact with the school.

4. Admissions Procedure Process Map - For integrated Five Rivers placements at school.



- Initial contact from House Manager and dialogue with Head of Education and Head of school
- Education paperwork received and discussed with team – risk matching process
- Feedback to House Manager
- If appropriate an expression of interest is made and referral process continues.
- Young person will visit school with care staff and potentially social worker
- Visits are encouraged for Virtual Heads and SEN Case Workers
- Details of the progress of these placements is published internally on the weekly ROD

5. Day Placements Process Map



- Referrals come from a Local Authority
- Once paperwork is received the risk matching process takes place. If a placement is agreed the LA paperwork is completed and submitted with a covering letter from the Head of Schools.
- Based on the information given and the level of support and services required for the young person the pricing structure is agreed and submitted to the LA
- Placement is requested by the Local Authority
- The Headteacher meets with young person

- The young person visits the education base/school with parents and carers .
- A two-week assessment process takes place to ensure risk match of placement
- A place on role will be confirmed and an IPA Agreement put in place
- A minimum of a further 4 week induction takes place (6 weeks minimum overall)
- Once a signed agreement Social workers and SEN casework officers are encouraged to attend.