



**Five
Rivers®**

FIVE RIVERS CHILD CARE LTD

Admissions Policy & Procedure –

Field Gate

'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'

Policy Owner	Head Teacher
Authoriser	Head of Education
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1. Admissions Policy

1.1 Policy Statement

- Children can be admitted from the age of 6 years old and can be educated within Field Gate School until 18 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

- The below table sets out several terms and definitions used within this document:

Term	Definition
1ACE	1 Another Chance Education
EHCP	Education, Health and Care Plan

1.3 Data Protection

- 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.
- 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

- 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

Field Gate School is provision that provides education 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, Attachment Difficulties and have experienced Adverse Childhood Experiences.

Many children have experienced significant trauma, abuse and/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 have do not have an Education Health Care Plan (EHCP) or statement.

Pupils are referred to the provision from the local education authority, social care, SEN department. Some pupils are on integrated care/education placements and attend the provision 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 remain on the role of their main school. Full time and part time packages are available. Parents can request a place 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 provision is undertaken. If the risk assessment of the addition of new pupils would put existing pupils or staff at excessive risk, then a place could not be offered at that time but may become available if the risk assessment changes significantly. Field Gate School provides a high ratio of staff to young people. Within our 1ACE provision this could potentially be 1:1 or 2:1.

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

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

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

3. Assessment and Engagement Department

Outreach Education:

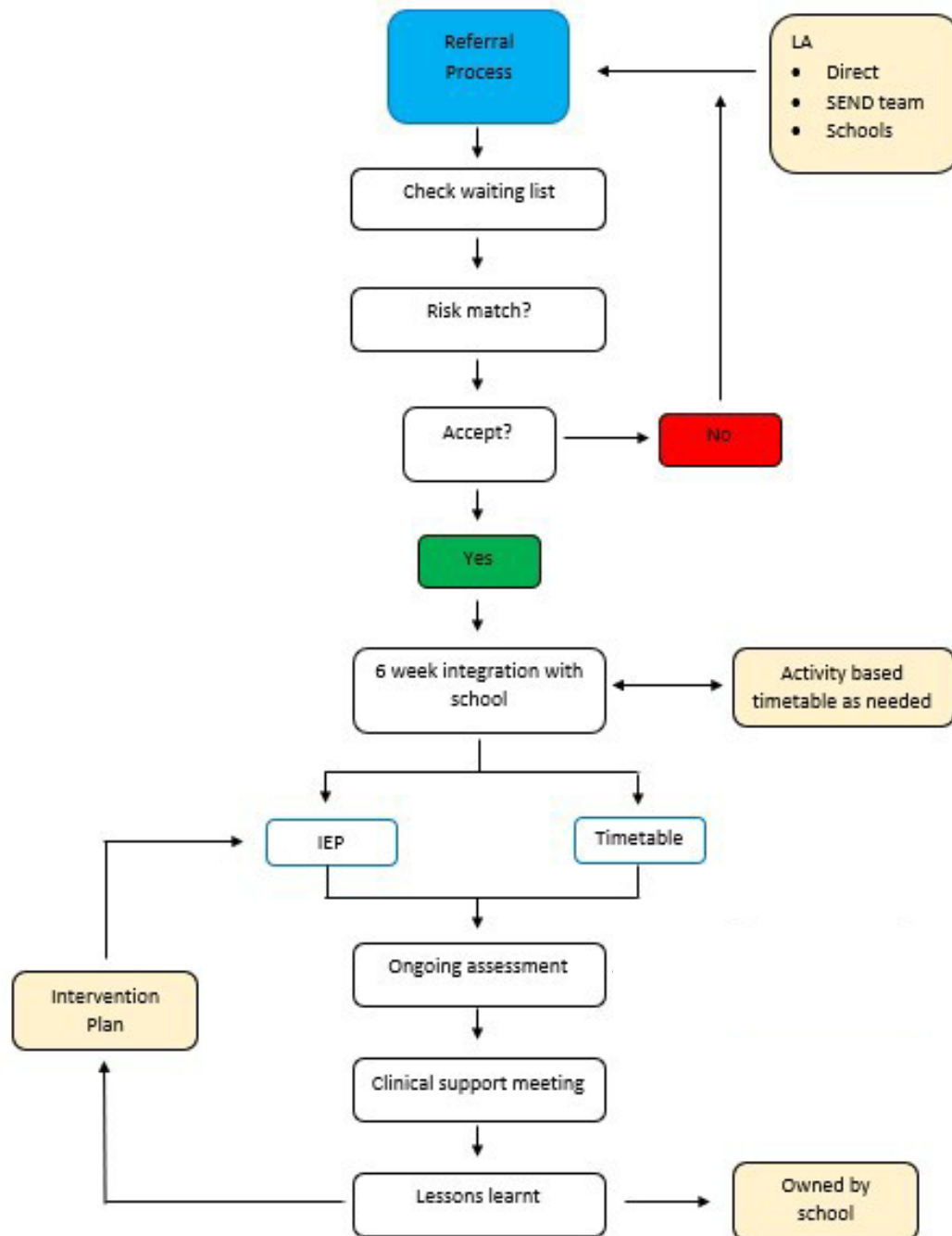
- 1ACE Education Package: For some children, school is too anxiety provoking, or they need to develop coping strategies and skills.
- This is 2:1 or 1:1 staffing – dependent on risk.
- 1ACE outreach uses community venues in quiet locations to deliver classroom-based learning. An activity programmes is also offered.
- Personal pathways for learning and developing social skills are established. Academic and emotional literacy baselines are recorded.
- Pupils will be taught the 7 areas of learning much like our school but this will be based on a child led thematic approach- we focus on reintegration as our priority but try to ensure the pupils receives a broad range of learning experiences.

New pupils will work on a three-week as a minimum induction timetable which will help to gradually introduce them to Field Gate School and the staff they will be working with. They will complete a series of activities such as 'All About Me' workbooks and any baseline assessments will be conducted as discreetly as possible so they pupils do not feel like they are being tested. The induction timetable may include a range of activities which are based around the pupils likes and interests. Work on the computer may also be carried out to identify their computing skills.

When Pupils have completed their personalised integration programmes, they may then be taught in learning groups suited to their stage, age, and social relationships, if appropriate. This could be with partner provisions or with the Field Gate School team. Most children will be educated in small groups, to ensure they build on social skills and make reciprocal friendships.

Each child will have a keyworker who is the first point of contact with the school.

4. 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
- 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 Head Teacher meets with young person
- The young person visits the education base/provision with parents and carers.

- A three-week induction and assessment process take 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 three-week induction takes place (6 weeks minimum overall)
- Once an agreement is signed, social workers and SEN casework officers are encouraged to attend