

Fromefield Manor School



Admissions - Local Procedure September 2025

Local Procedure Title	Admissions
Site	Fromefield Manor School
Local Procedure date	Sept 2025
Local Procedure review date	Sept 2026
Local Procedure Author(s)	Mervyn Watch (Deputy Head)
Local Procedure Ratification	Checked and Approved by: Regional Director (Rebecca McArthur)

1. Aims

Each child or young person admitted to an Aspris Children's Service should receive care and education appropriate to the needs and aims of their placement through ensuring:

- (a) Effective information gathering prior to placement
- (b) Effective placement matching
- (c) Effective preparation of colleagues to ensure needs are met.

2. Admissions Process

A Referral is made through the Referrals co-ordinator and screened. If deemed to be appropriate within the remit of Fromefield Manor School, then the referral and all supporting documentation is passed to the Headteacher and their supporting SLT, the Head of Pastoral. This will be completed as soon as is practicably possible. The schools SLT, led by the Headteacher, will complete a Referral and Admission Record to indicate whether needs could potentially be met at the school and the assessment process can be initiated. Discussions around these details are held regularly and are ongoing throughout the process.

The Head of Pastoral will create a Referral and Admission Record for each referral that meets the criteria for assessment. This will be completed for each subsequent stage of the assessment and will either be at the point of: Decline, Place Offered.

Paperwork Review – This is the initial decision to agree to further assessment from review of documentation as indicated in the Referral and Admission Record. If this decision is made, the Site Referrals Coordinator will request/ensure the presence of: EHCP, Ed. Psych Reports, OT Reports, SaLT Reports, and current Data, Feedback/Contact details for previous educational establishment. This documentation should be requested within 48hrs of the decision being made at pre-screening for the assessment process to continue. This documentation (where it exists) needs to be received before a final decision on placement can be made.

Assessment 1 – External Visit – The Head Teacher and Head of Pastoral will arrange an 'Assessment' visit to current placement. The meeting will allow the young person and school staff to discuss and carry out observations.

Assessment 2 – Internal Visit - Pupil to visit the site supported by staff and or parents. The Referral and Admission Record clearly sets out specific observations and lines of questioning for the assessor of each visit to consider as part of the assessment. This will form part of the decision-making process. The assessor will complete this section of the young person's Referral and Admission Record and will discuss the assessment visit with the rest of the schools SLT to decide on whether a place should be offered.

Any Offer of placement will expire 4 weeks from date of offer.

Tribunal - Some places require evidence to be given at an Educational Tribunal Court. This evidence will be presented by the assessor leading the case and attendance can only occur during term time and with a suitable amount of notice being given. Requests must be made by legal teams by email and a full court bundle sent to the assessor at least 2 weeks prior to the Tribunal court occurring.

Unsuccessful referrals - An audit trail will be maintained by the Head of Pastoral of all unsuccessful referrals. Details of this log will include service user's demographic details and reason for not admitting to our services.

The Referral and Admission Record will provide the Head of Pastoral with more detailed information from the Head Teacher as to why placement was not offered.

Ultimately, our intention and moral imperative is to ensure that young people are placed in a provision that best meets their needs.

3. Responsibilities

The service leader is responsible for ensuring that there is sufficient information provided by the placing authority before or at the point of admission to ensure a safe and effective admission. A written disclaimer is to be signed by a representative of the placing authority to confirm that all known relevant information has been shared with the provision accepting the admission (ACS Form: 11B). The Admissions team will send the form to the placing authority along with the IPA.

Where there is a reasonable belief that insufficient or inaccurate admission has been supplied, an admission may be delayed in consultation with the Operations Director.

The service leader is responsible for checking the Admissions Risk Assessment and Pen Portrait (ACS Form: 11C), and Admissions support needs profile of the new admission against the relevant Risk Assessments.

The admission team are responsible for liaising with the placing authority.

The Head of Pastoral is responsible for liaising with parents and recording information from them on forms ACS Form 11C, ACS Form 11G, ACS Form 13B

4. Health & Medical

Medical information and details of General Practitioner are required at the time of admission. This is provided on the parent forms. If this is not available, admission may be delayed until this information is available in order to ensure the safety and wellbeing of the child/young person.

Where a child or young person has a specific medical condition for which colleagues will require additional training, skills, and knowledge in order to safely care for the child or young person, this training must be completed prior to the admission taking place.

5. Admissions information

Every admission must be recorded immediately in the Admissions Register.

Every admission must also be added to all relevant electronic recording systems which the service is routinely expected to use (companies MIS system - Engage)

6. Readiness for admission

Before any admission takes place the Head teacher and their Operations Director must complete ACS Form 11H Authorisation for Admission. This confirms that all necessary documentation is complete, and that all required training has been fully completed, and that any required resources are in place prior to the admission taking place. Admissions cannot be authorised where training and/or resources or reasonable adjustments are outstanding. The forms will be filled in at the transitions meeting once all paperwork is completed by the Transitions and Family Liaison Officer.

7. Welcome and familiarisation processes

All new admissions will require ACS Form: 11C filled in by the Transitions and Family Liaison Officer in conjunction with parents on the initial transition meeting Forms will be reviewed by class teacher and tutor at the six-week review and then annually, or in the event of significant changes.

8. Assessment of Support Needs

ACS Form: 11G – local amended version will be filled out on the initial transition meeting.

Forms will be reviewed by class teacher at the six-week review and then annually, or in the event of significant changes.

9. Individual Risk Assessment

ACS Form: 13B will be completed by the Deputy Head in conjunction with the Class Teacher during the initial admission/transition process. If ACS Form: 13B has identified the risk running away, then a further form ACS Form: 6 will need to be completed. Forms will be reviewed by class teacher and tutor at the six-week review and then annually, or in the event of significant changes.

10. Monitoring Arrangements

Regional Operations Directors and Head Teacher are responsible through the processes outlined in the Governance Policy (ACS 16) for monitoring the effectiveness of admissions and compliance with admissions procedures. In addition to Operational monitoring, for children's homes Regulation 44 (England) 32 (Wales) assesses compliance with admissions procedures.

11. Policy Review

This policy is reviewed annually by the Head Teacher and is approved by the Regional Director.

Local Procedure Review History:

Date Reviewed	Reviewer	Summary of revisions
October 2025	M Watch	Text added (p4. Point 9.)... completed by the Deputy Head in conjunction with the Class Teacher

